



October 25-27, 2022

DONALD E. STEPHENS CONVENTION CENTER
ROSEMONT, ILLINOIS



EXHIBITOR SERVICES MANUAL

THE ASSEMBLY SHOW

Dear 2022 ASSEMBLY Show Exhibitor,

Thank you for choosing to exhibit in The ASSEMBLY Show taking place on October 25-27, 2022 in Rosemont, IL. If this is your first time participating as an exhibitor at The ASSEMBLY Show we are excited to welcome you. And for all of our returning exhibitors we thank you for your continued support and welcome you back for our 10th Anniversary!

We are extremely pleased to return to the Donald E. Stephens Convention Center. The show staff and the official show contractors which are listed on the following pages of this exhibitor services manual have one goal in mind – to ensure that you have a positive and rewarding tradeshow experience at The ASSEMBLY Show.

Please take the time to carefully read the entire contents of this exhibitor services manual. It has been designed to assist you in the exhibit ordering process and provide all the necessary information and schedules for a successful exhibition. All of the order forms for exhibiting services including equipment rental, booth furnishings, shipping information as well as important deadline dates for obtaining significant discounts are contained in this manual.

Don't forget that your exhibit space fees include **all** onsite drayage costs – but only if you ship **direct** to the convention center (not in advance to the warehouse). This should be a significant cost savings to your company.

Also, if hotel reservations are necessary please make your reservations directly through our official housing vendor, **PASSKEY™** managed by **Executiveevents**. Details can be reached via the travel page on the event website - www.theassemblyshow.com. **PASSKEY™** managed by **Executiveevents** is the only official housing company associated with The ASSEMBLY Show. While other hotel resellers and fraudulent housing firms may contact you offering housing for your trip, they are not endorsed by or affiliated with The ASSEMBLY Show. We have arranged for a block of specially discounted hotel rooms for The ASSEMBLY Show exhibitors. Visit the website now before this block of discounted hotel rooms sells out.

We are committed to making The ASSEMBLY Show successful for all participants and we want to do everything we can to make sure you find this event to be a valuable use of your time and resources. If you have any questions regarding this exhibitor services manual or any part of your exhibiting experience please don't hesitate to contact anyone from The ASSEMBLY Show Management Team.

We look forward to seeing you in Rosemont this October!

The ASSEMBLY Show Management Team
(see next page for staff contact information)

2401 W. Big Beaver Rd., Suite 700 | Troy, MI 48084 | USA | P: 248-362-3700 | www.theassemblyshow.com



Show Management Staff

The ASSEMBLY Show staff will gladly assist you in your preparations for the show. We will also intervene on your behalf on-site if you encounter difficulties with missing freight, theft, labor unions or official show contractors. Please contact the appropriate ASSEMBLY Show staff member per the contact information below.

Registration

Maddie Berglund

Registration Manager
844-644-7449
TAS@executiveevents.com

Operations

Dana Marsoupiand

Sr. Event Manager
BNP Media
248-719-5416
marsoupiand@bnpmedia.com

Scott Wolters

Chief Events Officer
BNP Media
847-405-4030
wolterss@bnpmedia.com

Marketing

Mike Spencer

Marketing Specialist, Events & Conferences
BNP Media
248-244-1727
spencerm@bnpmedia.com

Exhibitor Questions & Support

Ceci Quispe

Event Coordinator
BNP Media
847-405-4018
quispec@bnpmedia.com

Mike Mlady

(available starting in July)
Exhibit Floor Manager
630-248-7181
mike@theassemblyshow.com

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Speaker & Media Relations Manager
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Sales Manager, ASSEMBLY
281-928-3520
vallancea@bnpmedia.com

Rosemont Exposition Services

Customer Service
847-696-2208
customerservice@rosemontexpo.com

Index of Services

For your convenience, the services and show information available through RES and the Donald E. Stephens Convention Center have been categorized and color coded. Please use this sheet as a reference guide when looking for a particular form.

GENERAL INFORMATION

- Welcome
- Show Information
- Map to Convention Center
- Official Hotels and Housing Vendor
- Rosemont Public Safety Requirements
- EAC/I & D
- Third Party Billing
- Online Ordering
- Order Summary and Payment
- Terms and Conditions

FURNISHINGS BOOTH DISPLAYS

- Standard Furniture
- Standard Booth Accessories
- Standard Counter & Workstation
- Custom Furniture
- Carpet Rental
- Exhibit Rental
- Vinyl Floor Rental
- Pegboard, Gridwall & Slatwall Rentals
- VU Case Rentals
- Moss Fabric Products
- Custom Display Graphics
- Printing & Signage
- Economy Booth Packages

RES EXTRAS SPECIAL SERVICES

- RES Extras
- Handicap Access Vehicles
- Floral
- Accessible Storage
- Rosemont Catering by Aramark

UTILITIES INTERNET TELECOMMUNICATIONS COMPUTER RENTAL AUDIO VISUAL LABOR

- Electrical Service
- Plumbing Service
- Water Service
- Booth Cleaning
- Waste Removal
- Internet & Telecommunications
- Audio Visual
- Labor Order Form
- I&D Labor Order Form
- Labor Union Guidelines
- Hanging Sign Form

FREIGHT SHIPPING

- Material Handling
- Shipping Instructions
- Freight Check-In Procedures
- RES Freight Services
- Customs Broker - International Shipments
- Advance Warehouse Shipping Label
- Direct Shipping Label
- Hanging Sign Shipping Label

RES CUSTOMER SERVICE CONTACT INFORMATION

General
847-696-2208
customerservice@rosemontexpo.com

Marne Kirkwood
847-993-4803
mkirkwood@rosemontexpo.com

Linda Talaber
847-993-4657
ltalaber@rosemontexpo.com

Visit RESEXPO.com for Online Ordering



Welcome to Rosemont

The Rosemont Convention Bureau provides restaurant reservation services and an information kiosk located in the lobby of the Donald E. Stephens Convention Center. Visit the Concierge Kiosk to learn more about lodging, entertainment, cultural facilities and our large selection of dining and nightlife options in Rosemont and greater Chicagoland area.



The entertainment district is home to 13 dining and entertainment venues including Adobe Gila's, AMC Theatre, Big Ten Experience, Bub City, Five Roses Pub, Fogo de Chão, Hofbräuhaus Chicago, iFLY Indoor Skydiving, Joe's Live, Kings Dining & Entertainment, Park Tavern, Sugar Factory, Zanies Comedy Club and Harley-Davidson. The venues surround a great lawn that plays host to a variety of seasonal events including concerts, festivals and a winter ice rink.

The Rosemont community is home to some of the best names in the hotel industry, including the Loews Chicago O'Hare, Hyatt Regency, Aloft, Crowne Plaza, Embassy Suites, Doubletree and Hilton, all either connected to or within walking distance to the Convention Center. There are also additional hotel properties in town, including The Rose, Westin, Marriott Suites, Hyatt Place, Holiday Inn Select, Hampton Inn & Suites, Edward Hotel, Sheraton, Hyatt Rosemont and Best Western all a short distance away.



The Rivers Casino is located four blocks north of the Convention Center, and is by far the most successful gaming facility in the state of Illinois. In addition to a wide variety of gambling options, the Rivers Casino features a Hugo's Frog Bar and Chop House, the asian-themed Mian Bar, Flipt Gourmet Burger Bar and the Cube nightclub, featuring a state-of-art sound system and variety of live entertainment.

In addition to the entertainment district, Rosemont is home to some of the finest restaurants in the Chicago area. Gibsons Steakhouse, Morton's, Carlucci, Carmine's, Truluck's and Harry Caray's are all fine dining establishments that call the community home, as do popular and casual spots such as RAM Restaurant, T.G.I. Fridays, Moretti's, Murray Bros. Caddyshack and Dave & Buster's also Gino East and Giordano's, both known for their Chicago style deep dish pizza.



For all that Rosemont has to offer go to
www.rosemont.com



The Assembly Show
October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

SHOW COLORS

Back Drape: Hunter Green w/ Gray Accent Panels

Side Drape: Hunter Green

Carpet: Overall aisle carpet is Tuxedo Green. Main Street (main center cross aisle) and aisle #1200 (Don Hegland Blvd.) carpet is Black Road carpet.

STANDARD BOOTH PACKAGE

Each in-line and peninsula booths will be set with 8' high hunter green and gray back drapery and 3' high hunter green side dividers. A 7" x 44" booth identification sign including exhibitors company name, city, state and booth number will also be provided.

Show Management will pay the drayage fees for all shipments that are sent direct to the Donald E. Stephens Convention Center. There will be no additional charges for drayage service for shipments sent direct to the Convention Center.

Exhibit spaces do not come carpeted or furnished. All exhibitors are responsible for ordering their own furnishing, equipment, utilities and labor which are detailed in the following pages of this manual.

EXHIBITOR MOVE-IN

**Direct to dock shipments will be accepted per the following schedule*

Thursday, October 20, 2022	8:00 am - 4:30 pm (400 sq. ft. booths and larger only)
Friday, October 21, 2022	8:00 am - 4:30 pm
Saturday, October 22, 2022	8:00 am - 12:00 pm
Sunday, October 23, 2022	Hall Closed - No Labor Available
Monday, October 24, 2022	8:00 am - 4:30 pm

The exhibit hall will be open to exhibitors for set-up and move-in until 7:00pm on Monday, October 24, but any direct shipments arriving after 4:30 will be charged overtime rates. Additionally all other labor orders will be charged overtime rates from 4:30 - 8:00pm.

Tuesday, October 25, 2022	8:00 am - 10:00 am
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All exhibits must be fully installed by 10:00 am on Tuesday, October 25, 2022 - no exceptions. Exhibits that are not installed by 10:00am on Tuesday, October 25, 2022 will lose their priority renewal order time slot.



www.resexpo.com

Show Information

The Assembly Show
October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

EXHIBIT HALL HOURS

Tuesday, October 25, 2022

4:00 pm - 7:00 pm

4:00 pm - 7:00 pm Welcome Reception and Taste of Rosemont held in exhibit hall

Wednesday, October 26, 2022

10:00 am - 5:00 pm

5:00 pm - 7:00pm - Networking Reception held OFF exhibit hall floor.

Thursday, October 27, 2022

9:00 am - 2:00 pm

9:00 am - 10:00 am - Morning Mingle & Breakfast held in exhibit hall

EXHIBITOR MOVE-OUT

Thursday, October 27, 2022

2:00 pm - 8:00 pm

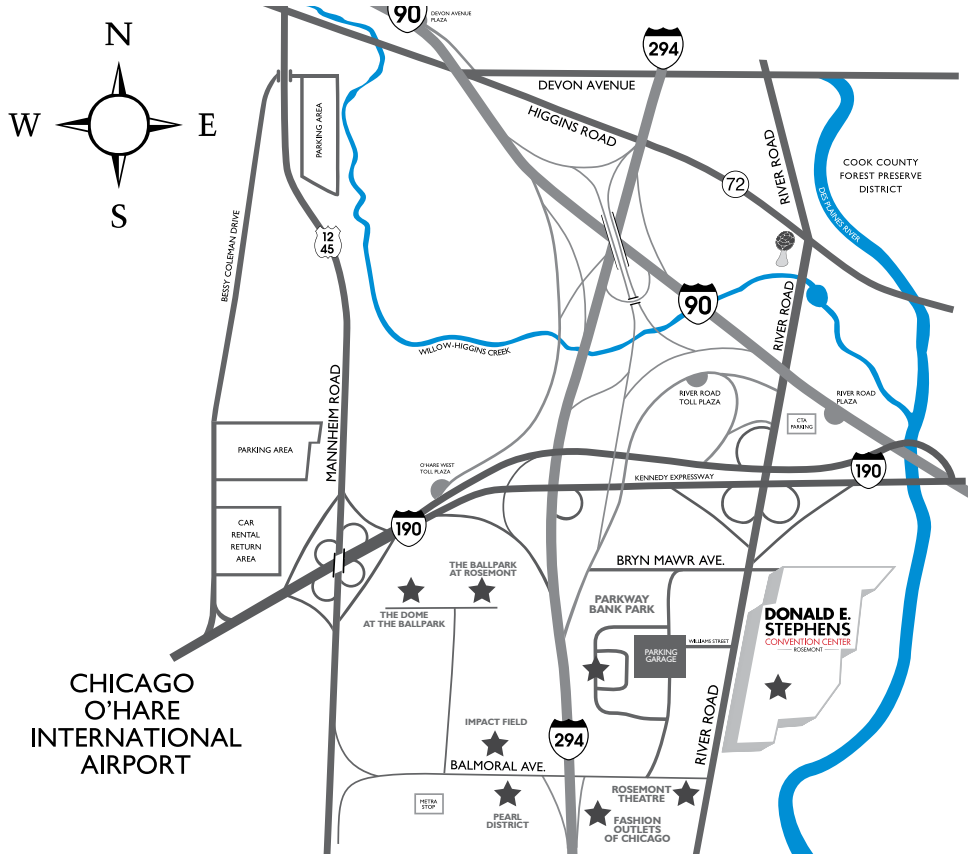
Friday, October 28, 2022

8:00 am - 2:00 pm

FREIGHT

Please see pages 66-74 for all freight related information including rates, maps, shipping labels and timing issues.

Map to Convention Center



Donald E. Stephens Convention Center
5555 N. River Road - Rosemont, IL 60018

FROM O'HARE:

East on the Kennedy Expressway to the River Road south exit.

FROM DOWNTOWN CHICAGO:

Northwest on the Kennedy Expressway to O'Hare Airport (190 west) Exit River Road, before reaching the airport. Turn right at River Road. The Convention Center is located 3 blocks south on the left.

FROM THE NORTH/NORTHWEST:

Take the Northwest Toll-Way (90) or the Tri-State Toll-Way (294) to the O'Hare exit, pay toll, proceed west a short distance to the Mannheim Road south exit. Exit Mannheim Road south and then immediately cloverleaf back down on 190 east to Chicago. Proceed east approximately one-half mile to the River Road south exit.

FROM THE SOUTH:

Take the Tri-State Toll-Way (294) to the O'Hare/River Road (190 west) exit, pay toll, exit left after the toll plaza to River Road. At the stop light, turn right on River Road. The Convention Center is located 3 blocks on the left.

AREA HOTELS:

Visit the Travel and Lodging page on www.assemblyshow.com for details on The ASSEMBLY Show's hotel room blocks and discounted rates.



CELEBRATING 10 YEARS

OCTOBER 25-27 2022 ROSEMONT, IL

Powered by Executiveevents

The ASSEMBLY Show has secured discounted room rates at various hotels located near the Donald E. Stephens Convention Center. Visit www.TheASSEMBLYShow.com to learn more and book your rooms.

PASSKEY™ IS THE OFFICIAL HOUSING VENDOR

With the help of our hotel partner, Executiveevents, The ASSEMBLY Show has secured a limited number of reduced-rate hotel rooms to make your trip to Rosemont, IL affordable. By booking in The ASSEMBLY Show's official and approved room block you will receive considerable discounts on room rates. Rooms at the group rate are limited and available on a first come, first-served basis.

Pay Delay

Ease your commitment- book now, pay at the hotel.

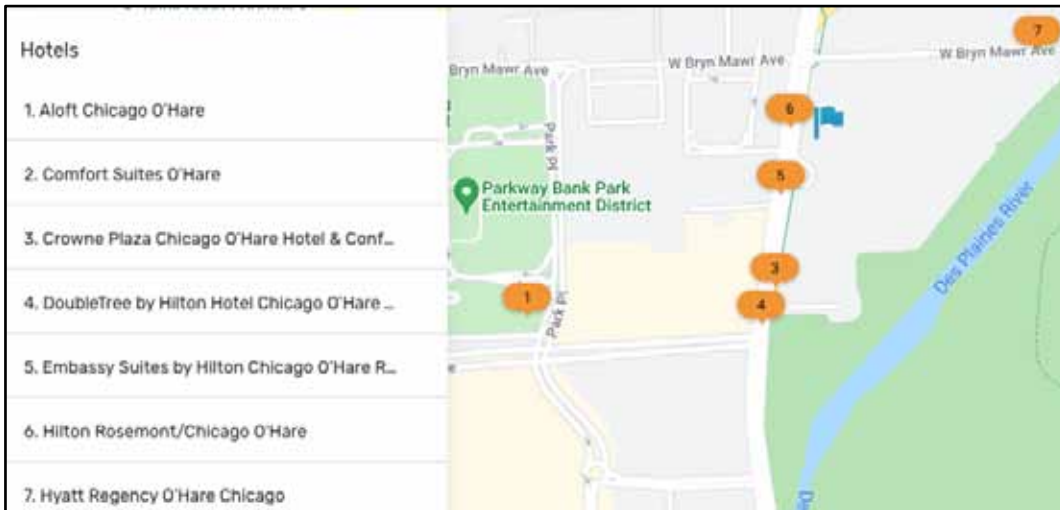
Flexibility

Plans change. Passkey lets you make adjustments.

Best Rate Pledge

We comparison shop to ensure our rates remain the lowest.

Visit <https://book.passkey.com/go/2022Assembly> to book, update or cancel your hotel room or call 844.644.7449 to speak with an Executiveevents' agent between the hours of 9:00 AM and 5:00 PM CT, Monday-Friday. Email BNPhousing@executiveevents to reach the Housing Support Staff.



Note that **PASSKEY™** managed by **Executiveevents** is the **ONLY** official housing company associated with **The ASSEMBLY Show**.

BEWARE OF UNAUTHORIZED HOUSING SOLICITATIONS- While other hotel resellers and fraudulent housing firms may contact you offering accommodations for your trip, they are not endorsed by or affiliated with The ASSEMBLY Show. Beware that entering into financial agreements with non-endorsed companies can have costly consequences, many times leaving you stranded without a confirmed hotel reservation.

PLANS

Exhibitors having pillars in their booths with a fire extinguisher or a fire hose on them are required to submit three (3) scaled floor plans of their exhibit to the Fire Department. Plans that are rejected will be sent back to the submitter for correction. Plans that are approved will also be sent back to the submitter and to the facility.

COMBUSTIBLES

Show Management shall advise all exhibitors that booths shall be cleared of combustible rubbish daily.

EXHIBIT BOOTHS

All draperies, back drops, booth partitions, and table coverings shall be cleared of non-combustible or fire retardant materials.

ELECTRICAL

All wiring, hook ups, flood lights, etc., must meet Village code. If an extension cord is used on display equipment, it should be of adequate size, U.L. approved, be in operable condition, and three wire grounded. If in doubt of access availability for power needs, or when requiring more than normal power, check in advance with the show electrician.

NO STORAGE

No storage of any kind is allowed behind the backdrapes. All unwanted containers and refuse should be placed in the aisle directly in front of the exhibit for housekeeping to remove.

DISPLAY OF MOTOR VEHICLES

Any automobile, motorcycle, truck, boat, or other equipment burning Class 1 fuel shall comply with the following requirements:

1. The fuel supply for 4-piston and under engines shall be none.
2. The fuel supply in larger than 4-piston engines shall be maximum of five gallons.
3. All motorcycles, all-terrain vehicles, snowmobiles and watercraft shall have no fuel.
4. Any battery or power source for the engine shall be disconnected.
5. No operation of any internal combustion engine will be allowed indoors, unless approved in writing by the Fire Prevention Bureau. Vehicles in the building for unloading must be unloaded and removed from the building as soon as possible.
6. A \$200.00 mobile unit fee as outlined on the Material Handling form will be charged to the exhibitor for each motor vehicle displayed

OPEN FLAMES & HEATING DEVICES

Where open flames or heating devices are being demonstrated or displayed, the Fire Department shall be notified beforehand and additional fire protection equipment may be required. Any quantities of flammable liquids that are kept on the premises must first be approved by the Fire Prevention Bureau and then be kept in appropriate safety cans.

EXPLOSIVES

No one shall be allowed to store, sell or bring into the building any substance of an explosive nature such as fireworks or Class B or Class A explosives of any type without approval from the Fire Prevention Bureau.

DRONES

For Safety reasons, the Donald E. Stephens Convention Center does not allow drones or other radio controlled flying devices to be operated within the facility at any time.

EMERGENCY EQUIPMENT

No extinguishers, emergency phones, sprinkler valves or hose connections shall be obstructed by booths, stands or any other items of exhibit.

CYLINDERS

Cylinders of compressed gases are prohibited unless approved by the Fire Prevention Bureau and shall be secured in an upright position.

ENTRANCE AND EXIT DOORS

All exits, hallways and aisles leading from the building are to be kept clear and unobstructed at all times. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time when the exhibit building is open to the public. There shall be no obstruction blocking exit doors from the outside of any building, such as vehicles parked in doorways or barricades across sidewalks. No vehicles shall be parked in fire lanes outside of building.

SMOKING

Illinois State Law prohibits smoking within a public facility. Therefore, no smoking is permitted within the Donald E. Stephens Convention Center.

FOOD SERVICE

No food or beverage may be brought into the Convention Center from outside the facility. All food and beverage consumed on the premises must be provided by Rosemont Catering Company. For more information call 847-692-6415.



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

In order to utilize an Independent Contractor/Display House to perform carpenter labor services for the set-up and dismantle of a booth display at the Donald E. Stephens Convention Center, the exhibiting company must complete the information below and submit the form to RES at least one business day prior to the beginning of the show move-in period.

Note that the responsible supervisor of the EAC must report to the RES Service Center prior to commencing set-up, and that no badges will be issued until all pertinent paperwork, including a Certificate of Insurance, has been submitted to RES. Also, only members of a Carpenter Labor Union with jurisdiction over Trade Show services within the Chicagoland area can be authorized to provide these setup and dismantle services.

I & D Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Phone Number: _____ Booth Number: _____

Representative: _____ Signature: _____

Email Address: _____

Exhibitor Will Pay

I & D Co. Will Pay

FURNITURE:	<input type="radio"/>	<input type="radio"/>
CARPET:	<input type="radio"/>	<input type="radio"/>
LABOR:	<input type="radio"/>	<input type="radio"/>
CLEANING:	<input type="radio"/>	<input type="radio"/>
FREIGHT:	<input type="radio"/>	<input type="radio"/>
UTILITIES:	<input type="radio"/>	<input type="radio"/>
OTHER SERVICES:	<input type="radio"/>	<input type="radio"/>

Credit Card Payment Information for Responsible Party

Account Number: _____ Expiration Date: _____ CVW2 Code: _____

Cardholder Billing Address: _____

Signature of Cardholder: _____

Acceptance of this is contingent upon:

An established satisfactory credit rating with Rosemont Exposition Services by the Display House and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Display House's future credit standing.

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



Deadline To Receive Discounted Rates:
September 30, 2022

Please Mail, E-mail or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

To: Rosemont Exposition Services, Inc.

Please be advised that we will be using an independent contractor of our own choosing to perform carpenter labor services at the Donald E. Stephens Convention Center. We are aware that a responsible representative of our contractor must report to the RES Service Desk on the first day of set-up. No badges will be issued until all pertinent paperwork is in order. Display house must also provide certificate of insurance to RES.

Third Party: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Phone Number: _____ Booth Number: _____

Representative: _____ Signature: _____

Email Address: _____

	Exhibitor Will Pay	Third Party Will Pay
FURNITURE:	<input type="radio"/>	<input type="radio"/>
CARPET:	<input type="radio"/>	<input type="radio"/>
LABOR:	<input type="radio"/>	<input type="radio"/>
CLEANING:	<input type="radio"/>	<input type="radio"/>
FREIGHT:	<input type="radio"/>	<input type="radio"/>
UTILITIES:	<input type="radio"/>	<input type="radio"/>
OTHER SERVICES:	<input type="radio"/>	<input type="radio"/>

Credit Card Payment Information for Responsible Party

Account Number: _____ Expiration Date: _____ CW2 Code: _____

Cardholder Billing Address: _____

Signature of Cardholder: _____

Acceptance of this is contingent upon:

An established satisfactory credit rating with Rosemont Exposition Services by the Display House and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Display House's future credit standing.

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

Access Our Website at www.resexpo.com

STEP BY STEP ONLINE ORDERING

- 1) **E-MAIL ADDRESS:**
Enter your e-mail address.
- 2) **PHONE NUMBER:**
Enter your corporate phone number (do not use dashes ex 1231234567)
- 3) **SIGN IN:**
Click the "Sign In" button
- 4) **SHOW SELECT:**
Use the pull down menu to select the show you will be attending.
- 5) **SELECT BOOTH #:**
Use the pull down menu to select the booth number.
- 6) **ORDERING:**
Use the 7 tabs at the top of the page to navigate the various RES services.
- 7) **CHECKOUT:**
After you have completed your order(s) click on the cart (located in the top right corner).
Review item and make changes if necessary, then click "Proceed to Checkout".
Enter Credit Card info and click "Continue".
An order confirmation will be sent via email upon completion.



The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Order Summary and Payment



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

Rosemont Exposition Services requires pre-payment of all advance orders. Payment may be by check drawn on U.S. Funds Account, MasterCard, Visa, American Express, or Discover Card.

We understand that your calculation is only an estimate of charges, and may not reflect the balance of the final invoice.

Please indicate below method of payment to be used for services provided by ROSEMONT EXPOSITION SERVICES.

- CASH
- BANK - WIRE TRANSFER
- CREDIT CARD
- CHECK Check # _____

Check should be made payable to
Rosemont Exposition Services, Inc.

Bank - Wire Transfer information
Bank transfer to Parkway Bank & Trust Co.
ABA# **071908160** ACCT# **109754**

International
Bank transfer to Pacific Coast Bankers' Bank
SWIFT# **PCBBUS66** ACCT# **109754**
(There is a \$25.00 USD fee per each international transfer)

SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Standard Furniture	\$
Standard Booth Accessories	\$
Custom Furniture	\$
Carpet Rental	\$
Exhibit Rental	\$
Pegboard Rental	\$
VU Case Rentals	\$
Signage & Graphics	\$
RES Extras	\$
Floral	\$
Photography	\$
Electrical Service	\$
Plumbing Service	\$
Cleaning	\$
Internet & Telecommunications	\$
Computer Rental	\$
Audio Visual	\$
Material Handling	\$
Carpenters	\$
Riggers	\$
Decorators	\$
Electricians	\$
Net Amount Due	\$

Payment Information for Credit Cards

- MasterCard
- VISA
- American Express
- Discover Card

Account Number: _____ Expiration Date: _____ CV2 Code: _____

Cardholder Billing Address: _____

Signature of Cardholder: _____

Company Name: _____ Show Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Authorized By: _____ Email: _____

Signature: _____ Booth #: _____

By signing, I agree to all Terms and Conditions as outlined on the reverse side of this form.

Note that it is the policy and practice of Rosemont Exposition Services to mail out exhibitor show service statements at the conclusion of each event. If your company's show site personnel would like to review this statement during the event, please have them stop at the RES Service Center.

ORDER SUMMARY AND PAYMENT SHEET

Rosemont Exposition Services, Inc. requires all advance orders to be paid in full. Payments must be made in U.S. funds. Methods of payment are cash, certified, company or traveler's check, Discover, Visa, MasterCard or American Express. All statements presented on show site must be paid in full at that time, unless previous arrangements have been made for credit in advance. Please see that your show site representative is aware of this policy, and has a means of payment. The credit card authorization section of this form can also be used for show site payments.

STANDARD FURNITURE - CARPET RENTAL - CUSTOM FURNITURE - UTILITIES

Full payment must accompany advance order. Check or credit card is acceptable. Check should be made payable to Rosemont Exposition Services, Inc. For credit card payment please fill out the Order Summary and Payment Sheet included in your exhibitor kit. Orders and payment must be received by the deadline date indicated to be charged at the discount rate.

Note that discount rates are available only if orders are received by RES on or before the deadline date identified on each of the service order forms included in this kit. Also please be aware of all terms and conditions as outlined on the Standard Furniture, Carpet, Custom Furniture and Utilities Forms. Adjustments cannot be made after the event.

CANCELLATION TERMS

There will be a 100% charge on skirted tables and drape cancelled once show set-up has begun. Cancellation charges for all other items is 50% of the standard rate. NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.

LABOR

When ordering labor, please be aware of the following:

1. This advance labor request will be considered as only a reservation for labor.
2. On the day and time that you require labor, you must go to the Labor Service Desk, pick up and sign out your labor crew.
3. The labor crew will not be sent to your booth without being signed out.
4. Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
5. All labor is billed at one-half hour minimum for each man.
6. Number of workers required will be determined by labor foreman.
7. Gratuities are not required or accepted by any DES/RES Labor Crew.

MATERIAL HANDLING

Drayage and warehouse freight are billed on a round-trip basis, and invoicing will be done from the actual weight as listed on the inbound bills of lading. If you have any questions about material handling, please contact our Customer Service Department. NOTE THAT NO ADJUSTMENTS TO DRAYAGE CHARGES WILL BE MADE ONCE THE SHOW MOVE-OUT HAS CONCLUDED.

WASTE REMOVAL

Environmental Protection Agency (EPA) regulations require that all water soluble cutting and grinding fluids (coolants-synthetics, soluble oil) be removed in approved containers at the end of the show. This service is available from the official General Contractor who will collect the fluids named on the front from special steel barrels (55 gal. drums) and remove them from the show premises. Each exhibitor, however, has the responsibility of collecting and placing the fluids named on the front of his/her barrel(s).

WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) ONLY SHALL BE PLACED IN APPROVED BARRELS AS MARKED. DO NOT MIX WITH WASTE STRAIGHT OIL, AS THIS WILL RESULT IN A PREMIUM SURCHARGE OF DOUBLE THE QUOTE PER GALLON CHARGE.

WASTE STRAIGHT OIL MUST NOT BE MIXED WITH ANY OTHER MATERIALS INCLUDING WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) AS THIS WILL RESULT IN A SURCHARGE TO THE EXHIBITOR PER GALLON FOR REMOVAL OF MIXED FLUIDS. ONLY PLACE WASTE STRAIGHT OIL IN DESIGNATED BARRELS.

ECONOMY BOOTH PACKAGES

Rosemont Exposition Services is pleased to offer Special Discounted Economy Booth Packages, designed to save both time and money. These package, include a standard booth carpet, furniture options, one wastebasket, first day booth vacuuming, and electrical service. Just select the correct plan, carpet and drape color, and your order will be processed in one easy step.



PLAN A - \$675.00

Includes a skirted display table in your choice of size and color, two side chairs or barstools, one standard 10'x10' booth carpet in your choice of standard color, one wastebasket, first day booth vacuuming and one 1,000 watt electrical outlet. Please select your items below.

Skirted Table: Size: 2'x4' 2'x6' 2'x8'

Height: 30" 42"

Color: _____



White



Black



Grey



Red



Blue



Burgundy



Gold



Teal



Hunter Green

Chairs: Side Chair Barstool

Carpet: Color _____



Black



Grey



Red



Blue



Teal



Plum



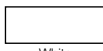
PLAN B - \$885.00

Includes two skirted display table in your choice of size and color, four side chairs or barstools, one standard 10'x20' booth carpet in your choice of standard color, two wastebasket, first day booth vacuuming and one 1,000 watt electrical outlet. Please select your items below.

Skirted Table: Size: 2'x4' 2'x6' 2'x8'

Height: 30" 42"

Color: _____



White



Black



Grey



Red



Blue



Burgundy



Gold



Teal



Hunter Green

Chairs: Side Chair Barstool

Carpet: Color _____



Black



Grey



Red



Blue



Teal



Plum

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Standard Furniture



Please Mail, E-mail or Fax Completed Form to RES:

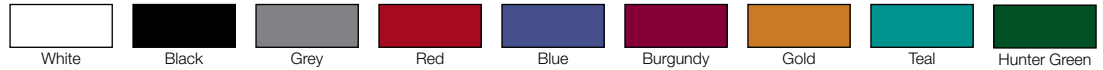
9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

SKIRTED TABLES & RISERS

Any order received without a specific color will be accommodated with show colors.



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Skirted Table	_____ x	\$110.00	\$160.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$115.00	\$165.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$120.00	\$170.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$130.00	\$180.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$135.00	\$185.00	\$ _____
4th side of skirting	_____ x	\$40.00	\$55.00	\$ _____
Skirt color	_____			
1' x 4' x 1' Skirted Riser	_____ x	\$50.00	\$80.00	\$ _____
1' x 6' x 1' Skirted Riser	_____ x	\$60.00	\$90.00	\$ _____
4th side of skirting	_____ x	\$20.00	\$25.00	\$ _____
Skirt color	_____			



UNSKIRTED TABLES & RISERS



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Wood Table	_____ x	\$50.00	\$70.00	\$ _____
2' x 4' x 42" Wood Table	_____ x	\$50.00	\$70.00	\$ _____
2' x 6' x 30" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
2' x 6' x 42" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
2' x 8' x 30" Wood Table	_____ x	\$60.00	\$80.00	\$ _____
2' x 8' x 42" Wood Table	_____ x	\$60.00	\$80.00	\$ _____
1' x 4' x 1' Riser	_____ x	\$30.00	\$50.00	\$ _____
1' x 6' x 1' Riser	_____ x	\$35.00	\$55.00	\$ _____

BOOTH FURNITURE



	QUANTITY	DISCOUNT	STANDARD	TOTAL
30" Diam. Round Table 30" Tall (Black Top)	_____ x	\$175.00	\$225.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$175.00	\$225.00	\$ _____
Arm Chair	_____ x	\$100.00	\$125.00	\$ _____
Black Barstool with back	_____ x	\$105.00	\$130.00	\$ _____
Side Chair	_____ x	\$75.00	\$105.00	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Standard Booth Accessories



Please Mail, E-mail or Fax Completed Form to RES:

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customerservice@rosemontexpo.com

BOOTH ACCESSORIES



	QUANTITY	DISCOUNT	STANDARD	TOTAL
Chrome Coat Tree	_____ x	\$45.00	\$60.00	\$ _____
Tablet Stand	_____ x	\$175.00	\$200.00	\$ _____
Wastebasket	_____ x	\$15.00	\$20.00	\$ _____
Large Trash Can	_____ x	\$30.00	\$45.00	\$ _____
22" x 28" Sign Holder	_____ x	\$80.00	\$110.00	\$ _____
Adjustable Easel	_____ x	\$30.00	\$45.00	\$ _____
Wooden Park Bench	_____ x	\$165.00	\$195.00	\$ _____
Bag Display	_____ x	\$75.00	\$100.00	\$ _____
Chrome Stanchion	_____ x	\$50.00	\$65.00	\$ _____
Chrome Stanchions w/ 6' Black Tension Rope	_____ x	\$90.00	\$120.00	\$ _____



SPECIAL BOOTH DRAPE & EQUIPMENT

	QUANTITY	DISCOUNT	STANDARD	TOTAL
Background Drape (8' high)	_____ ft x	\$15.00/ft	\$20.00/ft	\$ _____
Side Drape (3' high)	_____ ft x	\$10.00/ft	\$12.50/ft	\$ _____

Drape Colors



Drape color _____

Up-Rights 3' high	_____ x	\$13.50	\$18.50	\$ _____
Up-Rights 8' high	_____ x	\$15.00	\$18.50	\$ _____
Crossbars	_____ x	\$15.00	\$18.50	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Standard Counters and Workstations



Please Mail, E-mail or Fax Completed Form to RES:

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customerservice@rosemontexpo.com

RES has a complete line of computer stands and workstations in stock and ready to use. Each of the units pictured below include your company graphics where indicated, as well as delivery and set-up. Computer equipment and monitors are available on the Computer Rental form included in the service manual.

Square Workstation

Fabric Panel Colors Available:
black, dark grey, silver, blue

Overall Size:
23" wide x 39" tall x 23" deep

Graphic Size:
22" wide x 30" tall

Fabric Color _____

_____ x \$425.00 \$ _____
GRAPHIC & COUNTER TOTAL



Double Workstation

Fabric Panel Colors Available:
black, dark grey, silver, blue

Overall Size:
46" wide x 39" tall x 23" deep

Graphic Size:
44" wide x 30" tall

Fabric Color _____

_____ x \$575.00 \$ _____
GRAPHIC & COUNTER TOTAL



Oval Tambour Workstation

Fabric Panel Colors Available:
black, dark grey, silver, blue

Overall Size:
43" wide x 40" tall x 23" deep

Graphic Size:
24" wide x 30" tall

Fabric Color _____

_____ x \$575.00 \$ _____
GRAPHIC & COUNTER TOTAL



Stratus Workstation

Fabric Panel Colors Available:
black, dark grey, silver, blue

Overall Size:
43" wide x 87" tall x 27" deep

Graphic Size:
1-sided 18" wide x 44" tall

Fabric Color _____

_____ x \$575.00 \$ _____
GRAPHIC & COUNTER TOTAL



Truss Workstation

Fabric Panel Colors Available:
black, dark grey, silver, blue

Overall Size:
29" wide x 92" tall x 46" deep

Fabric Color _____

_____ x \$700.00 \$ _____
COUNTER TOTAL



Meter Counter

Blank Panel Colors Available:
black, grey, white

Overall Size:
41 1/2" wide x 39" tall x 21" deep

Graphic Size:
38 1/4" wide x 34 3/8" tall

Panel Color _____

_____ x \$600.00 \$ _____
GRAPHIC & COUNTER TOTAL



Curved Counter

Blank Panel Colors Available:
black, grey, white

Overall Size:
58" wide x 39" tall x 28" deep

Graphic Size:
60 11/16" wide x 34 3/8" tall

Panel Color _____

_____ x \$675.00 \$ _____
GRAPHIC & COUNTER TOTAL



Counter with Header

Blank Panel Colors Available:
black, grey, white

Overall Size:
60" wide x 96" tall x 21" deep

Graphic Size:
57 3/4" wide x 34 3/8" tall

Panel Color _____

_____ x \$775.00 \$ _____
GRAPHIC & COUNTER TOTAL



ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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The Assembly Show

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Custom Furniture



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customerservice@rosemontexpo.com

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

CHAIRS

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CH100	JACOBSON CHAIR	BK WH	140	190		
CH101	DELTA CHAIR	BK	140	190		
CH102	MONACO CHAIR	BK	125	175		
CH103	CAZMA CHAIR	BK RD	150	200		
CH104	TOLEDO CHAIR	NAT	125	175		
CH106	CRISS CROSS CHAIR	WH	125	175		
CH107	PARIS CHAIR	WH	150	200		
CH109	LIQUID CHAIR	BK BU CL GR GY RD WH	150	200		
CH111	TICINO CHAIR	WH	150	200		
CH112	RETRO CHAIR	STEEL	125	175		
CH113	LESLIE CHAIR	WH	125	175		
CH114	TENDY CHAIR	BK WL WH	125	175		
CH115	SHEN CHAIR	BK WH	150	200		
CH116	BELLA CHAIR	BK WH	150	200		
CH118	EURO CHAIR	BK GY WH	125	175		

BAR STOOLS

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
ST201	DELTA BAR STOOL	BK	175	225		
ST202	MONACO BAR STOOL	BK	175	225		
ST203	EQUINO STOOL, Adj.	BK RD WH	175	225		
ST204	TOLEDO BAR STOOL	NAT	150	200		
ST206	CRISS CROSS BAR STOOL	WH	150	200		
ST207	PARIS BAR STOOL	WH	175	225		
ST208	TICKLE STOOL, Adj.	OR RD WH	150	200		
ST209	LIQUID BAR STOOL	BK BU CL GR GY RD WH	175	225		
ST210	OTTO BAR STOOL, Adj.	BK WH	150	200		
ST211	TICINO BAR STOOL	WH	175	225		
ST212	RETRO BAR STOOL	STEEL	150	200		
ST214	TENDY BAR STOOL	BK WL WH	175	225		
ST215	SHEN BAR STOOL	BK WH	175	225		
ST216	BELLA BAR STOOL	BK WH	175	225		
ST217	PLUTO BAR STOOL, Adj.	BK WH	150	200		
ST218	EURO BAR STOOL, Adj.	BK GY WH	150	200		
ST218-2	EURO 2 BAR STOOL, Adj.	BK GY WH	150	200		
ST219	TECH STOOL, Adj.	WH	150	200		

CAFÉ TABLES 30"H

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CT300	PEDESTAL TABLE 24"DIA	BK WH	175	225		
CT301	PEDESTAL TABLE 30"DIA	BK WH	150	200		
CT302	CAFÉ TABLE 36" DIA	BK GY WH	175	225		
CT303	CAFÉ TABLE 42" DIA	BK GY WH	175	225		
CT304	SQUARE CAFÉ TABLE 30"	BK WH	175	225		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CT305	SQUARE CAFÉ TABLE 36"	BK WH	175	225		
CT306	TRAVE TABLE 36"DIA	GLASS	200	250		
CT307	BISTRO TABLE 30"DIA	BK NAT WL WH	175	225		
CT310	CHROMA TABLE 27.5 Square	ALUMINUM	150	200		
CT311	CHROMA TABLE 27.5 Round	ALUMINUM	150	200		
CT312	RETRO TABLE	STEEL	175	225		
CT313	MARTINI TABLE 36"	CH/GL	200	250		
CT314	ABBY CAFÉ TABLE	WH	220	270		
CT353	ALTOS TABLE 60x36	GLASS	250	325		
CT355	ABBY TABLE 63x36	WH	250	325		

BAR TABLES AND BARS 42"H

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
BT400	BAR PEDESTAL TABLE 24"DIA	BK WH	175	225		
BT401	BAR PEDESTAL TABLE 30"DIA	BK WH	200	250		
BT402	BAR HIGH TABLE 36" DIA	BK GY WH	200	250		
BT404	SQUARE BAR TABLE 30"	BK WH	175	225		
BT405	SQUARE BAR TABLE 36"	BK WH	200	250		
BT406	TRAVE BAR TABLE 32"DIA	GLASS	225	275		
BT407	BRAVO BAR TABLE 30"DIA	BK NAT WL WH	200	250		
BT410	CHROMA BAR TABLE 23.5" DIA	ALUMNUM	175	225		
BT412	RETRO BAR TABLE 24" Square	STEEL	200	250		
BT413	MARTINI BAR TABLE 32"DIA	CH/GL	225	275		
BT451	INFORMATION CTR. w/doors	BK WH	450	550		
BT453	MILANO BAR	BK WH	675	875		
BT454	BALI BAR	BK WH	450	600		
BT454-P	BALI BAR w/charging station	BK WH	550	700		
BT457	EDGE COMMUNAL BAR TABLE	BK WH	550	700		
BT457-P	EDGE COMMUNAL BAR TABLE w/power	BK WH	675	875		

MODULAR BARS AND LED PEDESTALS

(BT486 for use with BT480-BT48)

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
BT480	MOD CYLINDER PEDESTAL 18	WH	150	200		
BT481	MOD CYLINDER PEDESTAL 30	WH	200	250		
BT482	MOD CYLINDER PEDESTAL 42	WH	225	275		
BT483	MOD CUBE 24X24	WH	200	250		
BT484	MOD CUBE PEDESTAL 21X42	WH	225	275		
BT486	LED LIGHT BOX w/adaptor MULTI	(RBGW)	100	125		

CUSTOM FURNITURE CONTINUED ON NEXT PAGE

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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The Assembly Show

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Custom Furniture Continued



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customerservice@rosemontexpo.com

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

CONFERENCE AND OFFICE CHAIRS

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
C0501	OTTO GUEST CHAIR	BK WH	150	200		
C0502	OTTO CHAIR	BK WH	175	225		
C0507	GUEST CHAIR	BK	125	175		
C0508	MIDBACK CHAIR	BK	150	200		
C0509	STACKABLE SIDE CHAIR	BK	75	125		
C0510	STACKABLE ARM CHAIR	BK	100	150		
C0512	TASK CHAIR	BK	125	175		
C0513	TASK STOOL	BK	150	200		
C0520	ZURICH HIGHBACK CHAIR	BK WH	225	275		

CONFERENCE TABLES

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CF602	GLACIER ROUND CONFERENCE TABLE 47"DIA	WH	400	500		
CF603	CONFERENCE TABLE 48"DIA	BK COG GY MAP WH	275	375		
CF604	GLACIER CONFERENCE TABLE 79"	WH	500	650		
CF605	RECTANGULAR TABLE 6'	BK CG MP WH	375	475		
CF606	OVAL CONFERENCE TABLE 6'	BK GY WH	375	475		
CF608	OVAL CONFERENCE TABLE 8'	BK GY WH	425	550		
CF609	RECTANGULAR TABLE 8'	BK WH	425	550		
CF610	OVAL CONFERENCE TABLE 10'	BK WH	600	800		
CF611	RECTANGULAR TABLE 10'	BK WH	600	800		

OFFICE FURNITURE

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
OF650	DESK W/LOCKING 2-DRAWER	BK	400	525		
OF652	LATERAL FILE, LOCKING	BK	300	400		
OF653	STORAGE CABINET LOCKING	BK WH	350	450		
OF654	COMPUTER WORKSTATION	BK	150	200		
OF659	CREDENZA	WH	375	475		
OF659-L	CREDENZA w/legs	WH	375	475		
OF660	GLACIER SIDEBBOARD	WH	475	625		
OF670	PARSON DESK	GY WH	250	350		
OF671	BALI DESK	BK WH	300	400		

LOUNGE SEATING

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
LG700	HAVANA SOFA	BR	500	650		
LG702	HAVANA CHAIR	BR	450	600		
LG703	MADRID LEATHER SOFA	BK	450	600		
LG704	MADRID LEATHER LOVESEAT	BK	425	550		
LG705	MADRID LEATHER CHAIR	BK	400	525		
LG706	SCANDIC LEATHER SOFA	BK RD WH	475	600		
LG707	SCANDIC LEATHER LOVESEAT	BK RD WH	425	550		
LG708	SCANDIC LEATHER CHAIR	BK RD WH	400	525		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
LG709	PRATO ARM CHAIR	BK WH	300	400		
LG710	PRATO ARMLESS SECTIONAL	BK WH	225	275		
LG711	PRATO CORNER SECTIONAL	BK WH	275	375		
LG712	SOLO SOFA	BK RD	400	525		
LG713	SOLO LOVESEAT	BK RD	450	600		
LG714	SOLO CHAIR	BK RD	375	475		
LG715	MALIBU SOFA w/power	BK WH	500	650		
LG716	MALIBU CHAIR w/power	BK WH	400	525		
LG717	IBIZA CHAIR	BK WH	475	600		
LG720	CAPRI SECTIONAL SOFA	BK WH	500	625		
LG721	CAPRI SECTIONAL BENCH	BK WH	375	475		
LG722	DANE SOFA	GY	475	600		
LG723	DANE CHAIR	BU GR OR TP YL	400	525		
LG729	MIAMI CHAIR	GY WH	400	525		
LG730	SOHO CURVED BANQUETTE	WH	540	710		
LG731	SOHO CURVED BENCH	WH	400	525		
LG732	SOHO LOVESEAT	WH	400	525		
LG733	TRIBECA LEATHER SOFA	GY	525	650		
LG734	TRIBECA LEATHER LOVESEAT	GY	500	625		
LG735	TRIBECA LEATHER CHAIR	GY	425	550		
LG736	ASPEN SOFA	WH	525	650		
LG737	ASPEN CHAIR	WH	425	550		
LG744-L	MAUI CORNER SECTIONAL LEFT	WH	275	375		
LG744-R	MAUI CORNER SECTIONAL RIGHT	WH	275	375		
LG745	MAUI OTTOMAN	WH	200	250		
LG746	ANTON LOVESEAT	PEARL	300	400		
LG747	ANTON CHAIR	PEARL	200	250		
LG749	TICINO SETTEE	WH	300	400		
LG750	BENCH OTTOMAN	BK WH	225	275		
LG753	ROUND SWIVEL OTTOMAN	BK OR WH	125	175		
LG755	BLOCK OTTOMAN	BK BU RD WH	125	175		
LG756	ANGLE OTTOMAN	BK RD SL WH	360	480		
LG757	RECTANGLE BLOCK OTTOMAN	BK RD SL WH	200	250		
LG760	CAPRI ROUND OTTOMAN	WH	200	250		
LG780	STEN SWIVEL CHAIR	BK RED WH	250	350		
LG785	LARGO CHAIR	WH	250	350		
LG786	SWAN CHAIR	BK WH	250	350		

CUSTOM FURNITURE CONTINUED ON NEXT PAGE

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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The Assembly Show

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Custom Furniture Continued



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customerservice@rosemontexpo.com

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

OCCASIONAL TABLES

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
OT800	MONZA SQUARE COCKTAIL	BK	200	250		
OT801	MONZA OVAL COCKTAIL	BK	175	225		
OT802	MONZA END TABLE	BK	150	200		
OT804	TUSCAN COCKTAIL TABLE	TK	200	250		
OT805	TUSCAN END TABLE	TK	175	225		
OT806	HILO COCKTAIL TABLE	GL	200	250		
OT807	HILO END TABLE	GL	175	225		
OT814	PALMA COCKTAIL TABLE	WL WH	200	250		
OT815	PALMA END TABLE	WL WH	175	225		
OT816	PALMA SOFA TABLE	WL WH	225	275		
OT817	KEMI COCKTAIL TABLE	GL	200	250		
OT818	KEMI END TABLE	GL	175	225		
OT819	KEMI SOFA TABLE	GL	225	275		
OT821	VEGA TABLE 18" DIA. Adj.	BK BU GY RD YL WH	125	175		
OT822	SPLIT SIDE TABLE	BK RD WH	225	275		
OT828	ABBY COCKTAIL TABLE	GY WH	225	275		
OT829	ABBY END TABLE	GY WH	175	225		
OT830	JUPITER SIDE TABLE	BK WH	175	225		
OT839	LINEAR COCKTAIL BENCH	STEEL	225	275		
OT840	LINEAR END BENCH	STEEL	175	225		
OT841	GIO COCKTAIL TABLE	BK ESPRESSO	175	225		
OT842	GIO END TABLE	BK ESPRESSO	150	200		
OT843	SPA COCKTAIL TABLE	GL	225	275		
OT844	SPA END TABLE	GL	175	225		
OT855-SQ	KLUB COCKTAIL TABLE SQUARE	WH	225	275		
OT855-R	KLUB COCKTAIL TABLE RECTANGLE	WH	225	275		
OT856	KLUB END TABLE	WH	225	275		
OT857	KLUB SOFA TABLE	WH	225	275		
OT858	KAI COCKTAIL TABLE	BK	225	275		
OT860	FIJI COCKTAIL TABLE	GL	225	275		
OT861	FIJI END TABLE	GL	175	225		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

EXTRAS

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
XT199	FOLDING CHAIR	BK GY	75	100		
XT900	REFRIGERATOR 4.1 CF	BK WH	250	300		
XT906	VELOUR ROPE	BK RD	35	50		
XT909	WATERFALL CLOTHES RACK	CHROME	100	150		
XT910	COAT TREE	ST	100	125		
XT911	WASTEBASKET	BK	40	65		
XT913	6 POCKET LIT RACK	BK	150	200		
XT914	WIRE 10 POCKET LIT RACK	SL	125	175		
XT915	CURVED 6 POCKET LIT RACK	SILVER	175	225		
XT916	COMPUTER PEDESTAL 24X42	BK WH	325	425		
XT919	CUBE PEDESTAL	BK WH	225	275		
XT922	LAURENCE SHELF 72" H	BK WH	175	225		
XT923	METAL SHELVING 54" H	BK CH	125	150		
XT924	METAL SHELVING 72" H	BK CH	150	200		
XT925	CUBE SHELF 58" H	GY WH	150	200		
XT946	BOXWOOD WALL DIVIDER	GR	500	625		
XT948	5 TIER LOCKER	BK	225	275		
XT957	TWIST FLOOR LAMP	SILVER	200	250		
XT964	CLUB LAMP	WH	125	175		
XT965	CLUB FLOOR LAMP	WH	175	225		
XT966	SOHO LAMP	WH	125	175		
XT967	SOHO FLOOR LAMP	WH	175	225		

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

Chairs



CH100 JACOBSON CHAIR
Black, White
18"Wx17"Dx18"H



CH101 DELTA CHAIR
Black
23"Wx22"Dx18"H



CH102 MONACO CHAIR
Black
23"Wx23"Dx18"H



CH103 CAZMA CHAIR
Black, Red
22"Wx22"Dx18"H



CH104 TOLEDO CHAIR
Natural/Chrome
17"Wx19"Dx18"H



CH106 CRISS CROSS
White/Chrome
17"Wx19"Dx18"H



CH107 PARIS CHAIR
White
19"Wx22"Dx18"H



CH109 LIQUID CHAIR
Blue, Clear, Green, Grey, Red, White
20"Wx18"Dx18"H



CH111 TICINO CHAIR
White
18"Wx19"Dx18"H



CH112 RETRO CHAIR
Steel
19"Wx17"Dx18"H



CH113 LESLIE CHAIR
White
19"Wx21"Dx18"H



CH114 TENDY CHAIR
Black, Walnut, White
17"Wx18"Dx18"H



CH115 SHEN CHAIR
Black, White
18"Wx20"Dx18"H



CH116 BELLA CHAIR
Black, White
18"Wx20"Dx19"H



CH118 EURO CHAIR
Black, Grey, White
22"Wx21"Dx18"H

Bar Stools



ST201 DELTA STOOL
Black
20"Wx19"Dx28"H



ST202 MONACO STOOL
Black
23"Wx23"Dx30"H



ST203 EQUINO STOOL
Black, Red, White - Adj.
14"Wx17"Dx26-30"H



ST204 TOLEDO STOOL
Natural/Chrome
19"Wx19"Dx30"H



ST206 CRISS CROSS STOOL
White/Chrome
15"Wx19"Dx29"H



ST207 PARIS STOOL
White
19"Wx18"Dx30"H



ST208 TICKLE STOOL
Orange, Red, White - Adj.
19"Wx21"Dx23-31"H



ST209 LIQUID STOOL
Blue, Clear, Green, Grey, Red, White
19"Wx20"Dx30"H



ST210 OTTO STOOL
Black, White
16"Wx18"Dx24-30"H



ST211 TICINO STOOL
White
17"Wx20"Dx30"H



ST212 RETRO STOOL
Steel
17"Wx17"Dx30"H



ST214 TENDY STOOL
Black, Walnut, White
17"Wx17"Dx30"H



ST215 SHEN STOOL
Black, White
17"Wx18"Dx30"H



ST216 BELLA STOOL
Black, White
17"Wx19"Dx30"H



ST217 PLUTO STOOL
Black, White
22"Wx18"Dx24-32"H



ST218 EURO STOOL
Black, Grey, White - Adjustable
20"Wx17"Dx24-33"H



ST218-2 EURO 2 STOOL
Black, Grey, White
20"Wx17"Dx33"H



ST219 TECH STOOL
White - Adjustable
15"Wx15"Dx22-29"H

Café Tables



CT300 PEDESTAL TABLE
Black, White
24"Dia.x30"H



CT301 PEDESTAL TABLE
Black, White
30"Dia.x30"H



CT302 CAFE TABLE
Black, Grey, White
36"Dia.x30"H



CT303 CAFE TABLE
Black, Grey, White
42"Dia.x30"H



CT304 SQUARE CAFE TABLE
Black, White
30"Sq.x30"H



CT305 SQUARE CAFE TABLE
Black, White
36"Sq.x30"H



CT306 TRAVE TABLE
Chrome/Glass
36"Dia.x30"H (Other sizes available)



CT307 BISTRO TABLE
Black, Natural, White
30"Dia.x30"H



CT310 CHROMA TABLE
Aluminum
27sq.x30"H



CT311 CHROMA TABLE
Aluminum
27"Dia.x30"H



CT312 RETRO TABLE
Steel
32"Wx32"Dx30"H



CT313 MARTINI TABLE
Chrome/Glass
36"Dia.x30"H



CT314 ABBY CAFE TABLE
White
36"Wx36"Dx30"H



CT353 ALTOS TABLE
Chrome/Glass
60"Wx36"Dx30"H



CT355 ABBY TABLE
White
63"Wx36"Dx30"H

Bar Tables and Bars



BT400 / BT401 BAR PEDESTAL TABLE
Black, White
24"Dia.x42"H or 30"Dia.x42"H



BT402 BAR HIGH TABLE
Black, Grey, White
36"Dia.x42"H



BT404 / BT405 SQUARE BAR TABLE
Black, White
30"Sq.x42"H or 36"Sq.x42"H



BT406 TRAVE BAR TABLE
Chrome/Glass
32"Dia.x42"H (Other sizes available)



BT407 BRAVO BAR TABLE
Black, Natural, White
30"Dia.x42"H



BT408 POWER BAR TABLE
White
36"Dia.x42"H



BT410 CHROMA BAR TABLE
Aluminum
23"Dia.x42"H



BT412 RETRO BAR TABLE
Steel
24"Sq.x42"H



BT413 MARTINI BAR TABLE
Chrome/Glass
32"Dia.x42"H



BT451 INFORMATION COUNTER
Black, White - Locking
48"Wx20"Dx40"H



BT453 MILANO BAR
Black, White
48"Wx20"Dx42"H



BT454 BALI BAR
Black, White
56"Wx24"Dx40"H



BT454-P W/POWER
Black, White
56"Wx24"Dx40"H



BT457 EDGE COMMUNAL BAR TABLE
Black, White
72"Wx30"Dx42"H



BT457-P W/POWER
Black, White
72"Wx30"Dx42"H

Modular Bars and LED Pedestals



BT460 ITALIA CURVED BAR
White, with light
65"Wx24"Dx40"H



BT461 ITALIA BAR
White, with light
36"Wx32"Dx43"H



BT463 ITALIA DELUXE BAR
White, with light
68"Wx24"Dx44"H



BT464 SCOOP PODIUM
White
25"Wx22"Dx47"H



BT480 / BT481 / BT482 MOD CYLINDER PEDESTAL
White
21"Dia.x18"H 21"Dia.x30"H 21"Dia.x42"H



BT483 / BT484 MOD CUBE PEDESTAL
White
24"Sq.x24"H 21"Sq.x42"H



BT486 MULTI COLOR LIGHT BOX.
Order for use with BT480 Through BT485

Conference and Office Chairs



CO501 OTTO GUEST CHAIR
Black, White
22"Wx24"Dx18"H



CO502 OTTO CHAIR
Black, White
22"Wx24"Dx18-21"H



CO507 GUEST CHAIR
Black
25"Wx25"Dx18"H



CO508 MIDBACK CHAIR
Black
25"Wx24"Dx18-22"H



CO509 STACKABLE SIDE CHAIR
Black
20"Wx20"Dx18"H



CO510 STACKABLE ARM CHAIR
Black
24"Wx20"Dx18"H



CO512 TASK CHAIR
Black
19"Wx22"x18-22"H



CO513 TASK STOOL
Black, Adjustable
19"Wx22"Dx23-27"H



CO518 RECEPTION CHAIR
Black
24"Wx26"Dx36"H



CO520 ZURICH HIGHBACK CHAIR
Black, White
26"Wx21"Dx18-22"H



Conference Tables



CF602 GLACIER CONFERENCE TABLE
White-Gloss
47"Dia.x30"H



CF603 CONFERENCE TABLE
Black, Cognac, Grey, Maple, White
48"Dia.x30"H



CF604 GLACIER CONFERENCE TABLE
White-Gloss
79"Wx40"Dx30"H



CF605 RECTANGULAR CONFERENCE TABLE
Black, Cognac, Maple, White
72"Wx36"Dx30"H



CF606 / CF608 CONFERENCE TABLE
Black, Grey, White
72"Wx36"Dx30"H or 96"Wx42"Dx30"H



CF609 RECTANGULAR CONFERENCE TABLE
Black, White
96"Wx42"Dx30"H



CF610 OVAL CONFERENCE TABLE
Black, White
120"Wx42"Dx30"H



CF611 RECTANGULAR CONFERENCE TABLE
Black, White
120"Wx42"Dx30"H

Additional conference table sizes, colors and power options available. Contact your sales rep for information.

Office Furniture



OF650 DESK TWO DRAWER
Black - Locking
60"Wx30"Dx29"H



OF652 LATERAL FILE
Black - Locking
36"Wx24"Dx29"H



OF653 STORAGE CABINET
Black, White - Locking
37"Wx20"Dx29"H



OF654 COMPUTER WORKSTATION
Black
36"Wx24"Dx29"H



OF659 STORAGE CREDEZA
White
48"Wx18"Dx33"H



OF660 GLACIER SIDEBBOARD
White-Gloss
48"Wx18"Dx30"H



OF670 PARSON DESK
Grey, White
48"Wx24"Dx29"H



OF671 BALI DESK
Black, White
48"Wx24"Dx31"H

Lounge Seating



LG700 HAVANA SOFA
Brown
93"Wx38"Dx34"H



LG702 HAVANA CHAIR
Brown
43"Wx38"Dx34"H



LG703 MADRID LEATHER SOFA
Black
78"Wx33"Dx34"H



LG704 MADRID LEATHER LOVESEAT
Black
62"Wx33"Dx34"H



LG705 MADRID LEATHER CHAIR
Black
40"Wx33"Dx34"H



LG706 SCANDIC SOFA
Black, Red, White
82"Wx34"Dx30"H



LG707 SCANDIC LOVESEAT
Black, Red, White
59"Wx34"Dx30"H



LG708 SCANDIC CHAIR
Black, Red, White
38"Wx34"Dx30"H



LG709 PRATO ARM CHAIR
Black, White
29"Wx28"Dx33"H



LG710 PRATO ARMLESS SECTIONAL
Black, White
22"Wx28"Dx33"H



LG711 PRATO CORNER SECTIONAL
Black, White
32"Wx32"Dx33"H



LG712 SOLO SOFA
Black, Red
80"Wx35"Dx32"H



LG713 SOLO LOVESEAT
Black, Red
57"Wx35"Dx32"H



LG714 SOLO CHAIR
Black, Red
34"Wx35"Dx32"H



LG715 MALIBU SOFA WITH POWER
Black, White
73"Wx31"Dx30"H



LG716 MALIBU CHAIR WITH POWER
Black, White
32"Wx31"Dx29"H



LG717 IBIZA CHAIR
Black, White
30"Wx33"Dx33"H



LG720 CAPRI SECTIONAL SOFA
Black, White
71"Wx35"Dx30"H



LG721 CAPRI SECTIONAL BENCH
Black, White
71"Wx35"Dx17"H

Lounge Seating



LG722 DANE SOFA
Grey
80"Wx41"Dx34"H



LG723 DANE CHAIR
Blue, Green, Orange, Taupe, Yellow
34"Wx41"Dx34"H



LG729 MIAMI CHAIR
Grey, White
27"Wx31"Dx30"H



LG730 SOHO CURVED BANQUETTE
White
60"Wx24"Dx48"H



LG731 SOHO CURVED BENCH
White
52"Wx22"Dx17"H



LG732 SOHO LOVESEAT
White
48"Wx24"Dx31"H



LG733 TRIBECA LEATHER SOFA
Grey
89"Wx36"Dx33"H



LG734 TRIBECA LEATHER LOVESEAT
Grey
61"Wx36"Dx33"H



LG735 TRIBECA LEATHER CHAIR
Grey
34"Wx36"Dx33"H



LG736 ASPEN SOFA
White
82"Wx31"Dx28"H



LG737 ASPEN CHAIR
White
36"Wx31"Dx28"H



LG742 MAUI ARM CHAIR
White
35"Wx29"Dx27"H



LG743 MAUI ARMLESS
White
28"Wx28"Dx27"H



LG744-L MAUI CORNER
White
28"Wx28"Dx27"H



LG744-R MAUI CORNER
White
28"Wx28"Dx27"H



LG745 MAUI OTTOMAN
White
28"Wx28"Dx17"H

Lounge Seating



LG746 ANTON LOVESEAT
Pearl
58"Wx33"Dx32"H



LG747 ANTON CHAIR
Pearl
26"Wx33"Dx32"H



LG749 TICINO SETTEE
White
48"Wx24"Dx34"H



LG750 BENCH OTTOMAN
Black, White
60"Wx20"Dx17"H



LG753 ROUND SWIVEL OTTOMAN
Black, Orange, White
18" Dia.x17"H



LG755 BLOCK OTTOMAN
Blue Microfiber, Black, Red, White Leatherette
18"Wx18"Dx18"H



LG756 ANGLE OTTOMAN
Black, Silver, White Leatherette
48"Wx48"Dx18"H



LG757 RECTANGLE OTTOMAN
Black, Silver, White Leatherette
36"Wx18"Dx18"H



LG760 CAPRI OTTOMAN
Black, White
40" Dia.x18"H



LG780 STEN SWIVEL CHAIR
Black, Red, White
32"Wx32"Dx29"H



LG785 LARGO CHAIR
White
30"Wx26"Dx28"H



LG786 SWAN CHAIR
Black, White
29"Wx28"Dx35"H

Occasional Tables



OT800 MONZA SQ. COCKTAIL TABLE
Black
40"Wx40"Dx20"H



OT801 MONZA COCKTAIL TABLE
Black
50"Wx32"Dx18"H



OT802 MONZA END TABLE
Black
25"Wx25"Dx21"H



OT804 TUSCAN COCKTAIL TABLE
Teak
48"Wx21"Dx16"H



OT805 TUSCAN END TABLE
Teak
18"Wx18"Dx18"H



OT806 HILO COCKTAIL TABLE
Chrome/Glass
48"Wx24"Dx15"H



OT807 HILO END TABLE
Chrome/Glass
24"Wx24"Dx18"H



OT814 PALMA COCKTAIL TABLE
Walnut, White
47"Wx24"Dx16"H



OT815 PALMA END TABLE
Walnut, White
22 Dia.x22"H



OT816 PALMA SOFA TABLE
Walnut, White
47"Wx12"Dx32"H



OT817 KEMI COCKTAIL TABLE
Chrome/Glass
48"Wx24"Dx16"H



OT818 KEMI END TABLE
Chrome/Glass
22"Wx22"Dx22"H



OT819 KEMI SOFA TABLE
Chrome/Glass
48"Wx16"Dx31"H



OT821 VEGA TABLE 18" DIA.
Black, Blue, Green, Red, White, Yellow - Adjustable
18"Dia.x19-31"H



OT822 SPLIT SIDE TABLE
Black, Red, White
15"Wx18"Dx18"H



OT828 ABBY COCKTAIL TABLE
Grey, White
48"Wx24"Dx14"H



OT829 ABBY END TABLE
Grey, White
24"Wx24"Dx20"H



OT839 LINEAR COCKTAIL TABLE
Steel
46"Wx15"Dx16"H



OT840 LINEAR END TABLE
Steel
15"Wx15"Dx16"H



OT841 GIO COCKTAIL TABLE
Black, Espresso
44"Wx22"Dx15"H



OT842 GIO END TABLE
Black, Espresso
22"Wx16"Dx18"H



OT843 SPA COCKTAIL TABLE
Silver/Glass
36"Dia.x18"H



OT844 SPA END TABLE
Silver/Glass
24"Dia.x24"H



OT855 KLUB COCKTAIL TBL.
White
36"Wx36"Dx15"H



OT856 KLUB END TBL.
White
24"Wx24"Dx18"H



OT857 KLUB SOFA TABLE
White
36"Wx10"Dx30"H



OT858 KAI COCKTAIL TABLE
Black/Glass
36"Wx40"Dx15"H



OT859 KAI END TABLE
Black/Glass
26"Dia.x22"H



OT860 FIJI COCKTAIL TABLE
Chrome/Glass
36"Dia.x17"H



OT861 FIJI END TABLE
Chrome/Glass
20"Dia.x23"H

Extras



XT199 FOLDING CHAIR
Black, Grey
19"Wx20"Dx18"H



XT900 REFRIGERATOR 4.1 CF
Black, White
19"Wx18"Dx32"H



XT905 CHROME STANCHION/ XT906 ROPE
Black, Red
12"Wx39"H rope 6'



XT909 WATERFALL STAND
Chrome - Adjustable
48"-72"H



XT910 COAT TREE
Steel
13"Wx69"H



XT911 WASTEBASKET
Black
10"Wx24"H



XT913 6-POCKET LIT. RACK
Black
60"H



XT914 WIRE 10-POCKET LIT. RACK
Silver
11"Wx14"Dx54"H



XT915 CURVED 6-POCKET LIT. RACK
Silver
15"Wx15"Dx50"H



XT916 COMPUTER PEDESTAL
Black, White - Locking
24"Wx24"Dx42"H



XT919 CUBE PEDESTAL
Black, White
24"Wx24"Dx42"H



XT922 LAURENCE SHELF
Black, White
35"Wx15"Dx72"H



XT923/XT924 METAL SHELVEING
Black, Chrome
36"Wx14"Dx54"H or 36"Wx18"Dx72"H



XT925 CUBE SHELF
Grey, White
31"Wx15"Dx58"H



XT946 BOXWOOD WALL DIVIDER
Green
48"Wx16"Dx48"H



XT948 5 TIER LOCKER
Black
15"Wx18"Dx66"H



XT957 TWIST FLOOR LAMP
Silver
9"Wx9"Dx55"H



XT964 CLUB LAMP
White/Chrome
17"Wx28"H



XT965 CLUB FLOOR LAMP
White/Chrome
19"Wx61"H



XT966 SOHO LAMP
White
12"Wx23"H



XT967 SOHO FLOOR LAMP
White
18"Wx60"H

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Standard Carpet Rental



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

Booth vacuuming prior to show opening on the first day of the event is now included in the rental cost of all RES carpets!

STANDARD CARPET COLORS



Red



Teal



Plum



Grey



Jade Green



Black



Blue

CARPET

Any order received without a specific color will be accommodated with show colors. All pricing includes installation prior to move-in of the show, as well as vacuuming prior to show opening on the first day of the event.

	SIZE	DISCOUNT	STANDARD	TOTAL
_____	10' x 10'	\$225.00	\$275.00	\$ _____
_____	10' x 15'	\$250.00	\$300.00	\$ _____
_____	10' x 20'	\$300.00	\$350.00	\$ _____
_____	10' x 30'	\$350.00	\$400.00	\$ _____
_____	10' x 40'	\$425.00	\$500.00	\$ _____
_____	10' x 50'	\$475.00	\$575.00	\$ _____
_____	10' x 60'	\$525.00	\$625.00	\$ _____
_____	10' x 70'	\$625.00	\$725.00	\$ _____
_____	10' x 80'	\$725.00	\$825.00	\$ _____

Carpet Color _____

ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.50 sq. ft.	\$1.75 sq. ft.	\$ _____
_____ Double thick 1" Rebond padding	\$2.50 sq. ft.	\$2.75 sq. ft.	\$ _____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$ _____
_____ Visqueen poly to cover carpeting	\$0.75 sq. ft.	\$1.00 sq. ft.	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

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September 30, 2022

Custom Carpet Rental



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

Booth vacuuming prior to show opening on the first day of the event is now included in the rental cost of all RES carpets!

CUSTOM BOOTH CARPET 26oz

All pricing includes installation prior to move-in of the show, as well as vacuuming prior to show opening on the first day of the event. Indicate overall dimensions: Length x Width x Price = Total
For color samples please call Customer Service at 847-696-2208

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	\$4.75 sq. ft.	\$5.25 sq. ft.	\$ _____



Silver Cloud



Charcoal



Onyx



Big Top Blue



Royal Blue



Red



Silky Beige



Butter



Paprika

CUSTOM 26oz BOOTH CARPET FOR PURCHASE

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	\$15.00 sq. ft.	\$17.50 sq. ft.	\$ _____



White



Soft Ivory

As indicated above, all pricing on carpets provided on a purchase basis include installation prior to move-in of the show, as well as vacuuming prior to show opening on the first day of the event. Indicate overall dimensions: Length x Width x Price = Total

ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.50 sq. ft.	\$1.75 sq. ft.	\$ _____
_____ Double thick 1" Rebond padding	\$2.50 sq. ft.	\$2.75 sq. ft.	\$ _____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$ _____
_____ Visqueen poly to cover carpeting	\$0.75 sq. ft.	\$1.00 sq. ft.	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Vinyl Floor Rental



Please Mail, E-mail or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

Vinyl flooring products must be ordered prior to the discounted rate date in order to ensure availability. RES cannot insure that orders received after the deadline date can be provided by the flooring vendor.



Rustic Cherry



Barn Wood



Dark Maple



Silverwood

VINYL FLOORING

RES is pleased to introduce a simulated wood finish vinyl flooring product for use within your booth area. This flooring is available in 10' widths, and all pricing includes labor for installation and removal. Please indicate the overall dimensions of the flooring required when ordering this product.

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	x \$6.50 sq. ft.	\$7.50 sq. ft.	\$ _____

PADDING

The 1/2" rebond padding is the only padding product which works with the vinyl flooring.

SIZE	DISCOUNT	STANDARD	TOTAL
1/2" Rebond Padding	_____ ft. x _____ ft. x \$1.50 sq. ft.	\$1.75 sq. ft.	\$ _____

ELECTRICAL SERVICES

Vinyl flooring is NOT conducive to electrical cords running under the flooring unless the 1/2" rebond padding is ordered. Additional labor costs may apply for channeling the cords thru the padding.

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

Signature Booth Packages

RES Signature Booth Packages are designed to offer everything your company will need for a successful exhibit experience with one simple step. Signature Booth Packages are available in 10' and 20' lengths, and can easily be modified to suit your needs. Just walk in, open for business, and leave everything where it is at the conclusion of the show!

SIGNATURE PACKAGE #: P10

10' Flat Backwall - \$2,500



SIGNATURE PACKAGE #: P20

20' Flat Backwall - \$3,750



Included In Signature Packages

- Package #: _____
- Skirt Color: _____
- Panel Color: _____
- Carpet Color: _____
- Custom Header (117" x 11 3/4") :
Print header copy below or contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

- Display Set-up
- Display Dismantle
- Custom Header
- 3 Shelves
- 30" Round Table
- 3 Side Chairs
- 1,000 Watt Electrical
- Daily Booth Vacuuming
- P10 - 1 6' x 30" Skirted Table
P20 - 2 6' x 30" Skirted Table
- P10 - 1 4' Ficus Plants
P20 - 2 4' Ficus Plants
- P10 - Corner Vision Showcase
P20 - 5' Full Vision Showcase

All Booth Packages can be Modified to Suit your Needs!
for more information please call RES Customer Service at 847-696-2208

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Exhibit Rental Order Form



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

Package Number:

Each 10' exhibit receives: 1 table, 2 chairs, 1 carpet, 1 wastebasket, 3 shelves and daily booth vacuuming;
double this amount if you are renting a 20' exhibit and so on...

Header Copy:

Panel/Fabric Color:

(See exhibit brochure for color availability)

Shelving: Flat Product Shelves _____ qty Angled Literature Shelves _____ qty

Table: 30" Round Table Unskirted Black Top
_____ qty

Skirted Table (indicate size, height, and color)

Sizes: _____ qty 2' x 4' • 2' x 6' • 2' x 8'

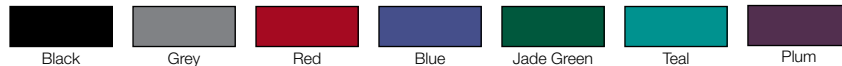
Height: _____ qty 30" • 42"

Skirt Color: _____



Chairs: Side Chair Black _____ Arm Chair Black _____ Stool with Back _____

Standard Carpet:



Additional Accessories:

	AVAILABLE WITH PACKAGE #	COST	QUANTITY	TOTAL
Product shelf	All	\$50.00	_____	\$ _____
Literature shelf	All	\$50.00	_____	\$ _____
Cabinet 20"W x 40"L x 29"H	All	\$300.00	_____	\$ _____
Cabinet 20"W x 40"L x 40"H	All	\$350.00	_____	\$ _____
Cabinet 20"W x 80"L x 40"H	All	\$650.00	_____	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

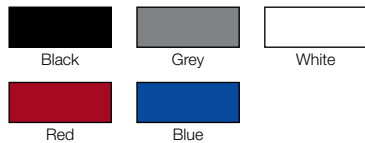
RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

RES Hardwall Booth Packages Include - Per 10' Display

Note: Electricity is not included in any package - see electrical form to order electric.

- Display Set-up
- Display Dismantle
- Standard Booth Carpet
- 1 Color Graphic Header
- 3 - Display Shelves
- 1 - Skirted Table (or)
1 - Round Unskirted Table
- Daily Vacuuming
- 2 - Chairs (or)
2 - Bar Stools
- 1 - Wastebasket

Panel Colors:



Carpet Colors:



All Booth Packages can be Modified to Suit your Needs!

for more information please call RES Customer Service at 847-696-2208

PACKAGE #: H1

10' Flat Backwall
\$1,975

Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"
- (2) Backwall Panel - 38 1/4" x 91 1/4"
- (3) Side Panel - 18 1/2" x 91 1/4"
- (4) Return Panel - 57 3/4" x 34 3/8"



PACKAGE #: H2

20' Flat Backwall
\$3,375

Panel Dimensions:

- (1) Header Panel - 97 1/8" x 11 3/4"
- (2) Backwall Panel - 38 1/4" x 91 1/4"
- (2) Return Panel - 38 1/4" x 91 1/4"
- (2) Closet Panel - 38 1/4" x 91 1/4"
- (3) Backwall Panel - 18 1/2" x 91 1/4"



PACKAGE #: H3

20' Flat Backwall
\$3,375

Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"
- (2) Header Panel - 77 1/2" x 11 3/4"
- (3) Backwall Panel - 38 1/4" x 91 1/4"
- (4) Backwall Panel - 18 1/2" x 91 1/4"
- (5) Return Panel - 28 1/4" x 91 1/4"
- (6) Counter Front - 77 1/2" x 34 3/8"
- (7) Counter Side - 18 1/2" x 34 3/8"



PACKAGE #: H4

30' Flat Backwall
\$4,475

Panel Dimensions:

- (1) Header Panel - 77 1/2" x 11 3/4"
- (2) Header Panel - 117" x 11 3/4"
- (3) Small Curve - 29 13/16" x 11 3/4"
- (4) Small Top - 18 1/2" x 11 3/4"
- (5) Backwall Panel - 38 1/4" x 91 1/4"
- (6) Return Panel - 18 1/2" x 91 1/4"
- (7) Backwall Panel - 38 1/4" x 54 1/2"
- (8) Counter Panel - 38 1/4" x 34 3/8"
- (9) Side Panel - 77 1/2" x 34 3/8"
- (10) Side Curve - 29 13/16" x 34 3/8"



In addition to our variety of turn-key booth packages, RES offers a wide range of custom booth display units to meet every need. From 10' x 10' booths to large island spaces, our design team can assist you in developing exactly what you need to maximize the show experience.

RES will work with your team to provide renderings showing exactly what your display will include, will price the exhibit in an economical, competitive manner, and will work with you from start to finish to produce exactly what we promise.



For more information on our custom booth display units, including price quotes, contact **Brian Kester** at 847-993-4668 or via e-mail at bkester@rosemontexpo.com.

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Pegboard, Gridwall & Slatwall Rentals

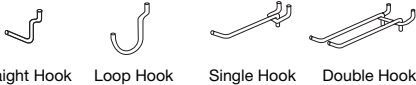
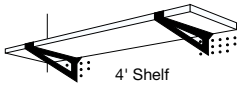


Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

PEGBOARD

1/4" Hole Size



Felt Colors:



10' x 10' BOOTH

Booth with Returns (8' high x 10' wide)	_____	\$600.00	\$800.00	\$ _____
Additional 10' Multiples (backwall only)	_____	\$500.00	\$700.00	\$ _____
Booth with Foam Core	_____	\$750.00	\$1,050.00	\$ _____
Additional 10' Multiples w/Foam Core	_____	\$600.00	\$950.00	\$ _____

SINGLE PANELS

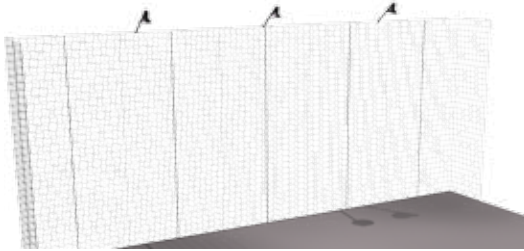
2' x 8' White Pegboard Panel	_____	\$175.00	\$225.00	\$ _____
4' x 8' White Pegboard Panel	_____	\$225.00	\$275.00	\$ _____
Panel Orientation: _____ Vertical (<input type="checkbox"/>) _____ Horizontal (<input type="checkbox"/>)				

SHELVES & HARDWARE & MATERIAL

4' Shelves	_____	\$12.50	\$17.50	\$ _____
Straight Hook	_____	\$2.50	\$5.00	\$ _____
Loop Hook	_____	\$2.50	\$5.00	\$ _____
Single Hook	_____	\$5.00	\$7.50	\$ _____
Double Hook	_____	\$5.00	\$7.50	\$ _____
4' x 8' White Foam Core	_____	\$75.00	\$100.00	\$ _____
2' x 8' White Foam Core	_____	\$50.00	\$75.00	\$ _____
4' x 8' Felt	_____	\$100.00	\$150.00	\$ _____
2' x 8' Felt	_____	\$75.00	\$100.00	\$ _____
Felt Color: _____				

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$600.00	\$800.00	\$ _____
_____	\$500.00	\$700.00	\$ _____
_____	\$750.00	\$1,050.00	\$ _____
_____	\$600.00	\$950.00	\$ _____
_____	\$175.00	\$225.00	\$ _____
_____	\$225.00	\$275.00	\$ _____
_____	\$12.50	\$17.50	\$ _____
_____	\$2.50	\$5.00	\$ _____
_____	\$2.50	\$5.00	\$ _____
_____	\$5.00	\$7.50	\$ _____
_____	\$5.00	\$7.50	\$ _____
_____	\$75.00	\$100.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$100.00	\$150.00	\$ _____
_____	\$75.00	\$100.00	\$ _____

GRIDWALL



Gridwall Hooks:
Sizes: 1" 4" 10"



Slatwall Hooks:
Sizes: 4" 6" 8"



Slatwall Shelf Bracket:
Size: 14"



Slatwall Waterfall Bracket:
Size: 16"

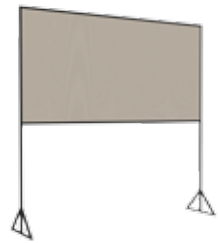


2' x 8' Gridwall Sections	_____	\$200.00	\$250.00	\$ _____
Slatwall 1 Meter Sections	_____	\$350.00	\$575.00	\$ _____
8' x 4' Message Board	_____	\$250.00	\$450.00	\$ _____
Slatwall Hook	_____	\$15.00	\$20.00	\$ _____
Gridwall Hook	_____	\$15.00	\$20.00	\$ _____
Slatwall Shelf Bracket	_____	\$15.00	\$20.00	\$ _____
Gridwall Shelf Bracket	_____	\$15.00	\$20.00	\$ _____
Slatwall Waterfall Bracket	_____	\$50.00	\$75.00	\$ _____
Gridwall Waterfall Bracket	_____	\$50.00	\$75.00	\$ _____
Literature Pockets (holds 8 1/2" x 11" sheets)	_____	\$35.00	\$50.00	\$ _____

SLATWALL



MESSAGE BOARD



QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$200.00	\$250.00	\$ _____
_____	\$350.00	\$575.00	\$ _____
_____	\$250.00	\$450.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$35.00	\$50.00	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

VISION CASE

Full Vision Case Includes
1-8" and 1-10" glass shelf with adjustable brackets, 26" high front glass display section

1/2 Vision Case Includes
1-10" glass shelf with adjustable brackets, 18" high front glass display section

1/4 Vision Case Includes
12" high front glass display section

5 ft. Full Vision Case

6 ft. Full Vision Case

5 ft. 1/2 Vision Case

6 ft. 1/2 Vision Case

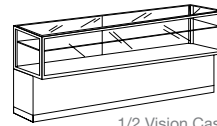
5 ft. 1/4 Vision Case

6 ft. 1/4 Vision Case

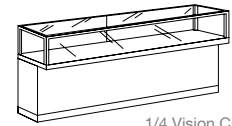
QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$475.00	\$525.00	\$ _____
_____	\$500.00	\$550.00	\$ _____
_____	\$450.00	\$500.00	\$ _____
_____	\$475.00	\$525.00	\$ _____
_____	\$425.00	\$475.00	\$ _____
_____	\$450.00	\$500.00	\$ _____



Full Vision Case



1/2 Vision Case



1/4 Vision Case

CORNER VISION CASE

Full Corner Vision Case Includes
1-8" and 1-10" glass shelf with adjustable brackets, 26" high front glass display section

1/2 Corner Vision Case Includes
1-10" glass shelf with adjustable brackets, 18" high front glass display section

1/4 Corner Vision Case Includes
12" high front glass display section

Full Corner Vision Case

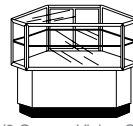
1/2 Corner Vision Case

1/4 Corner Vision Case

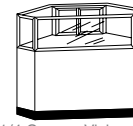
QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$450.00	\$500.00	\$ _____
_____	\$425.00	\$475.00	\$ _____
_____	\$425.00	\$475.00	\$ _____



Full Corner Vision Case



1/2 Corner Vision Case



1/4 Corner Vision Case

WALL & TOWER CASE

Wall Case Includes
48"L x 20"D x 66"H, with 4-12" glass shelves, adjustable brackets, lights, locks and 60" high sliding glass doors

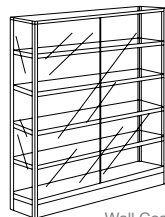
Tower Case Includes
20"L x 20"D x 80"H, with 3 glass shelves, lights and locks

Solid Wall Case

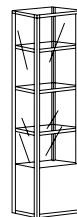
See-Thru Wall Case

Tower Case

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$525.00	\$575.00	\$ _____
_____	\$500.00	\$550.00	\$ _____
_____	\$550.00	\$600.00	\$ _____



Wall Case



Tower Case

ORDER TOTAL \$ _____

ADDITIONAL INFORMATION

- All showcases are 20" D x 38" H, have lights, locks, sliding mirror doors, grey exterior, off-white interior aluminum frames.
- 4' showcases available upon request. (limited quantities)
- Electrical hook-up is not included. Please order the outlet from electrical contractor.
- A \$50.00 charge per showcase for late orders and changes made at show site.
- All keys must be left with showcase or a charge of \$10.00 will be assessed.
- A \$20.00 charge per additional shelf or size change of shelf.

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Please Mail, E-mail or Fax Completed Form to RES: 9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797 customerservice@rosemontexpo.com



Moss is the world's largest tension fabric manufacturer - we invented the technology and were the first to bring tension fabric to trade shows and retail stores. Tension fabric is fabric (printed or unprinted) stretched over an aluminum framework to create an organic or rectilinear shape.



CIRCLE SIGN



SQUARE SIGN



TRIANGLE SIGN



PINWHEEL SIGN



FOOTBALL SIGN



FUNNEL SIGN



HEADLINER



QUICK CHAT



LIGHTED FLUTE

There are several other creative Moss products available through RES. Note that there is a three week turn-around time on all Moss products.

All hanging banners and signs are subject to Show Management rules and regulations.

For more information, contact Chris Sowa at csowa@rosemontexpo.com or (847) 993-4819.

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Custom Booth Graphics



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

CUSTOM BOOTH GRAPHICS

Nothing attracts attention to a booth more effectively than quality graphics, and RES has a variety of ways to get your message out. From banner stands to meter boards, all RES booth graphics products include design, production and delivery to your booth.



CHROME SIGN HOLDER WITH SIGN
\$150.00



FREE STANDING SIGNS
\$575.00



FREE STANDING RETRACTING BANNER STAND
\$375.00



BACKWALL GRAPHICS
(call for a quote)

For more information on custom graphics please contact
Chris Sowa at (847) 993-4819 or via email at csowa@rosemontexpo.com.

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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FULL SERVICE IN-HOUSE GRAPHICS DEPARTMENT

Why ship printed materials in when we have all your graphic needs under one roof?
Place your order and we will have the finished product in your booth upon arrival!
No delivery or shipping charges, No hassles!

FULL COLOR SIGNS:

11" x 14"	\$35.00
22" x 14"	\$50.00
22" x 28"	\$85.00
24" x 36"	\$125.00
28" x 44"	\$150.00

Custom Sizes Available

FULL COLOR BANNERS:

Per Square Foot	\$14.00
(Length x Width = Square Foot)	

COPIES:

B&W	Color
1 - 150	\$0.15 ea. \$0.80 ea.
151 - 500	\$0.12 ea. \$0.70 ea.
501 - 1000	\$0.10 ea. \$0.60 ea.
1001 and up	\$0.05 ea. \$0.50 ea.

All copies on 24# brite white, one-sided.
Special paper, two-sided printing, stapling and cutting available
for additional cost.

If you have any questions about your graphic projects, please contact **Chris Sowa**
at 847-993-4819 or e-mail requests to csowa@rosemontexpo.com. We look forward to helping you with all your signage requirements.

Sign Copy / Special Notes

Graphic Type

Sign Banner B&W Copies Color Copies

Backing Materials

Foamcore Cardstock Sintra (PVC)
 Paper Vinyl Other

Sign Orientation

Vertical () Horizontal ()

Color(s) _____

Size	Cost/Per	Quantity	Price

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

The Assembly Show

October 25-27, 2022

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RES Extras



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

RES Extras are available by contacting Marne Kirkwood via email at
mkirkwood@rosemontexpo.com or (847) 993-4803.

We would also be happy to assist you with any other special booth requests you may have.

WATER COOLERS & SUPPLIES



	QUANTITY	RENTAL	TOTAL
Cold Water Cooler	_____ x	\$125.00	\$ _____
Hot & Cold Water Cooler	_____ x	\$150.00	\$ _____
Water – 5 gal. Bottle	_____ x	\$25.00	\$ _____
5 Gallon Distilled Water	_____ x	\$25.00	\$ _____
Cone Cups / 1000 (4.5 oz.)	_____ x	\$30.00	\$ _____
Flat Bottom Cups / 500 (9 oz.)	_____ x	\$35.00	\$ _____
Styro Hot Cups / 500 (8 oz.)	_____ x	\$50.00	\$ _____

COMPRESSED GASES

Cylinder Stand Required for in Booth Use



	QUANTITY	RENTAL	TOTAL
Nitrogen B Cylinder (special order call ahead)	_____ x	\$ Quote	\$ _____
1000 psi Helium Cylinder (DEY)	_____ x	\$250.00	\$ _____
2200 psi Helium Cylinder (K)	_____ x	\$300.00	\$ _____
2400 psi Helium Cylinder (T)	_____ x	\$350.00	\$ _____
Delivery, HazMat & Pick-up	_____ x	\$75.00 each	\$ _____
Regulator/Balloon Filler	_____ x	\$35.00	\$ _____
Cylinder Stand	_____ x	\$35.00	\$ _____

MISCELLANEOUS ITEMS



	QUANTITY	RENTAL	TOTAL
Cash Register (does not include electric)	_____ x	\$80.00	\$ _____
Hand Sanitizer Stand	_____ x	\$50.00	\$ _____
Hand Sanitizer Stand with Logo	_____ x	\$75.00	\$ _____
Mesh Raffle Drum	_____ x	\$45.00	\$ _____
Acrylic Raffle Drum	_____ x	\$35.00	\$ _____
Fish Bowl	_____ x	\$20.00	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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The Assembly Show

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Handicap Access Vehicles



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

RES has a limited inventory of handicap access motorized scooters available to all show exhibitors and attendees. These items can be ordered by submitting this form to RES via fax, mail, email or by visiting www.resexpo.com



3 WHEEL SCOOTER - VICTORY PRIDE

Rental Price	Quantity	Day(s)	Total
\$50 per day	_____	_____	\$_____

Date(s) needed for rental: _____

ORDER TOTAL \$_____

Wheelchairs for events at the Donald E. Stephens Convention Center are provided through the DES Administrative Office, not through RES. You can arrange for the rental use of a wheelchair by contacting the DES Administrative Office directly at 847-692-2220

Credit Card Payment Information for Responsible Party

Account Number: _____ Expiration Date: _____ CVV2 Code: _____

Cardholder Billing Address: _____

Signature of Cardholder: _____

Acceptance of this is contingent upon:

An established satisfactory credit rating with Rosemont Exposition Services by the Third Party and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Third Party's future credit standing.

Company Name: _____

Email: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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The Assembly Show

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Floral



Please Mail, E-mail or Fax Completed Form to RES:
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customerservice@rosemontexpo.com

TROPICAL PLANTS & TREES



	QUANTITY	PRICE	TOTAL
3FT GREEN PLANTS Arboricola _____ Marginata _____ Spath _____	_____	x \$60.00	\$ _____
4FT GREEN PLANTS Palm _____ Ficus Bush _____ Schefflera _____	_____	x \$70.00	\$ _____
5FT GREEN PLANTS Palm _____ Marginata _____	_____	x \$80.00	\$ _____
6FT - 7FT GREEN PLANTS Palm _____ Marginata _____ Ficus Tree _____	_____	x \$90.00	\$ _____
HANGING PLANTS Ivy _____ Pothos _____	_____	x \$35.00	\$ _____
LARGE POTTED FERNS	_____	x \$50.00	\$ _____

BLOOMING PLANTS



POTTED MUMS White _____ Lavender _____ Yellow _____	_____	x \$40.00	\$ _____
POTTED AZALEAS White _____ Pink _____ Red _____	_____	x \$40.00	\$ _____
POTTED BROMELIADS Red _____ Orange _____ Yellow _____	_____	x \$40.00	\$ _____
POTTED BEGONIAS Pink _____ Orange _____ Red _____ Yellow _____	_____	x \$40.00	\$ _____
Color of container for plants Black _____ White _____			

FRESH FLORAL ARRANGEMENTS

please choose
TROPICAL or SEASONAL



SINGLE STEM PHALANOPSIS ORCHID PLANT White _____ Fuchsia _____	_____	x \$100.00	\$ _____
SMALL ARRANGEMENT (12" X 12") Colors _____	_____	x \$85.00	\$ _____
MEDIUM ARRANGEMENT (18" X 14") Colors _____	_____	x \$100.00	\$ _____
LARGE ARRANGEMENT (24" X 18") Colors _____	_____	x \$115.00	\$ _____
CUSTOM ARRANGEMENT please call for quote	_____	x Quote	\$ _____

**Foliage Plants and architectural containers on rental basis.
Price includes: Plant installation, architectural containers, servicing throughout the show & removal at the end of the show.
No adjustments nor refunds can be made after the show opening.*

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

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Accessible Storage



Please Mail, E-mail or Fax Completed Form to RES:

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customerservice@rosemontexpo.com

_____ Skids or Crates x \$75.00 = \$ _____

STORAGE FEE SPACE INCLUDES THE FOLLOWING

Each 4' x 4' skid or crate @ \$75.00 per item.

Teamster labor is available to move accessible storage products back to your booth at the following rates:

TEAMSTER HOURLY LABOR RATES

- \$82.50 - Straight Time 8:00 am - 4:30 pm weekdays.
- \$123.75 - Overtime 4:30 pm - 8:00 pm weekdays. 8:00 am - 4:30 pm Saturday
- \$165.00 - Double Time Saturday 4:30 pm - Midnight. All day Sunday & Holidays

FORKLIFT HOURLY RATES

- \$125.00 - 5,000 lb Forklift without operator
- \$175.00 - 15,000 lb Forklift without operator

Pick up accessible storage labels at the RES Service Desk . Notify personnel when materials are ready to be placed in storage.

Note: Accessible storage is in an unsecured location. RES accepts no responsibility for the protection of property left in the accessible storage area.

LABOR TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

1. This advance labor request will be considered a tentative request for labor.
2. On the day and time that you require labor, you must go to the Service Desk and sign out your labor crew. They will not be sent to your booth without being signed out.
3. Upon completion of their work, you **MUST** return the laborers to the Service Desk.

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

Show Name _____ Show Date _____

Note: Rosemont Catering by Aramark has exclusive food, beverage and liquor distribution rights within the Donald E. Stephens Convention Center and ballrooms. All food, beverage and liquor items used to generate traffic to a specific booth must be purchased through Rosemont Catering by Aramark. **All items presented/served individually packaged. Attendant required \$150 per 4 hours.**

	QUANTITY	PRICE
Beverages		
Gallon(s) of Coffee (20 cups)	_____	\$68/gallon
Gallon(s) of Decaf Coffee (20 cups)	_____	\$68/gallon
Hot Water & Tea Bags	_____	\$68/gallon
Infused Water (2 gallons minimum)	_____	\$75-\$200/gallon
Lemonade	_____	\$60/gallon
Iced Tea (Lemons)	_____	\$60/gallon
Assorted Soft Drinks (12 oz.)	_____	\$4.00
Bottled Water (16.9 oz.)	_____	\$3.75
Assorted Bottled Juices	_____	\$4.25
20 lb. Bag of Ice	_____	\$20.00

Hosted Bar Set-Ups

Premium Brands of Liquor (per drink)	_____	\$9.00
Domestic Beer (12 oz.)	_____	\$8.00
Premium Beer (12 oz.)	_____	\$9.00
House Wine (8oz.) (per glass)	_____	\$9.00
Bottle(s) Wine/Champagne	_____	Varies
<i>Ask salesperson for available selection</i>		
Domestic Keg 1/2 Barrel	_____	\$475.00
<i>Ask salesperson for available selection (Estimated 150 12oz pours)</i>		
Craft or Imported Keg 1/2 Barrel	_____	\$650.00
<i>Ask salesperson for available selection (Estimated 150 12oz pours)</i>		
Bartenders (per 4 hours)	_____	\$225.00
<i>Per Illinois Liquor Law any alcohol service requires a bartender to be staffed.</i>		

Individual Bags Dry Snacks - per dozen

Potato Chips	_____	\$40.00
Pretzels	_____	\$40.00
Popcorn	_____	\$40.00
Snack Mix	_____	\$40.00
Peanuts	_____	\$40.00

Specialty Breaks - per person

(minimum 25 people)

Mediterranean	_____	\$9.50
<i>Traditional Hummus, Herb Hummus, Red Pepper Hummus, Grilled Pita,</i>		
South of the Border	_____	\$8.50
<i>Roasted Tomato Salsa, Guacamole, Pico de Gallo, Tortilla Chips</i>		

Bakery - per dozen

Toffee Crunch Blondies	_____	\$50.00
Brownies	_____	\$55.00
Assorted Cookies	_____	\$50.00
Assorted Muffins	_____	\$42.00

Enhancements - per person

(minimum 25 people)

Gourmet Domestic & Imported Cheese Board	_____	\$9.50
<i>With Rustic Breads & Crackers</i>		
Cruditè with Dill Buttermilk Ranch	_____	\$8.50
Antipasto Board	_____	\$12.00
<i>Italian Meats & Cheeses, Olives, Crostini</i>		

Sliders - 60 per order

Cheeseburger - Grilled Onions	_____	\$250.00
Pulled Pork - Pickle, Red Onion	_____	\$320.00
Buffalo Chicken - Blue Cheese, Red Onion	_____	\$270.00
Portobello Mushroom - Mozzarella, Tomato Balsamic Chutney	_____	\$300.00

Chicago Style - per person

(minimum 25 orders per selections)

Deep Dish Pizza - 6 slices per	_____	\$48.00
<i>Cheese, Sausage, Pepperoni, Seasonal Vegetable</i>		
Mini Chicago Hot Dog	_____	\$7.00
<i>Relish, Onion, Tomato, Sport Peppers, Mustard, Pickles, Celery Salt</i>		
Pilsen Tacos	_____	\$13.25
<i>Steak & Chicken with Cilantro & Onion, Jalapeno Slaw</i>		
Mini Maxwell Street Polish	_____	\$8.00
<i>Caramelized Onion, Yellow Mustard, Sport Peppers</i>		

All food & beverage orders and delivery are subject to admin fee & tax. Prices are subject to change without notice. \$40 delivery fee will apply for any order or reorder less than \$200. For more catering options ask the salesperson to see the Catering Menus .

Company Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Email _____ Fax # _____

Authorized By (Print Name) _____ Signature (if printing form) _____

Date of Service ____/____/____ Start Time ____:____ AM PM End Time ____:____ AM PM Booth or Room # _____

Date of Service ____/____/____ Start Time ____:____ AM PM End Time ____:____ AM PM Booth or Room # _____

METHOD OF PAYMENT

Check Enclosed: We Accept:     Cardholder Name: _____

Credit Card #: _____ Expiration Date: _____ Security Code: _____

(A 3% convenience fee will be applied to payments made by credit card)



ELECTRICAL LABOR RATES

All work done after 4:00 pm Monday-Friday, and between 8:00 am and 4:00 pm Saturday will be charged at the overtime rate.
After 4:00 pm Saturday, and before 8:00 am Monday will be at the double time rate.

ADVANCE LABOR RATES: Straight Time: \$115.00/hr • Overtime: \$172.50/hr • Double Time: \$230.00/hr.
HOURLY LABOR RATES: Straight Time: \$123.00/hr • Overtime: \$184.50/hr • Double Time: \$246.00/hr.

STANDARD ELECTRICAL SERVICE OUTLET

120 volt service supplied with duplex (2) opening. Price includes bringing service to the booth, connection at one point, and removal at conclusion of event.

	QTY	DISCOUNT	STANDARD	TOTAL
1-1,000 Watts	_____	x \$190.00	\$270.00	\$ _____
1,001-2,000 Watts	_____	x \$240.00	\$345.00	\$ _____

POWER CONNECTIONS

Power connections and heavy duty service may require additional labor expense.

	QTY	DISCOUNT	STANDARD	TOTAL
120 VOLT, SINGLE PHASE				
30 Amp	_____	x \$340.00	\$510.00	\$ _____
208 VOLT, SINGLE PHASE				
30 Amp	_____	x \$410.00	\$615.00	\$ _____

Check if neutral required*

HEAVY DUTY SERVICE

	QTY	DISCOUNT	STANDARD	TOTAL
208 VOLT, THREE PHASE				
20 Amp	_____	x \$340.00	\$510.00	\$ _____
30 Amp	_____	x \$460.00	\$690.00	\$ _____
60 Amp	_____	x \$560.00	\$840.00	\$ _____
100 Amp	_____	x \$910.00	\$1,365.00	\$ _____
150 Amp	_____	x \$1,350.00	\$2,025.00	\$ _____
200 Amp	_____	x \$1,975.00	\$2,962.00	\$ _____

Check if neutral required*

480 VOLT, THREE PHASE				
30 Amp	_____	x \$600.00	\$900.00	\$ _____
60 Amp	_____	x \$820.00	\$1,200.00	\$ _____
100 Amp	_____	x \$1,330.00	\$1,995.00	\$ _____
200 Amp	_____	x \$3,400.00	\$5,100.00	\$ _____

Check if neutral required*

380 VOLT, THREE PHASE (European Voltage)				
30 Amp	_____	x \$425.00	\$492.50	\$ _____
60 Amp	_____	x \$820.00	\$1,200.00	\$ _____
100 Amp	_____	x \$1,330.00	\$1,995.00	\$ _____

Check if neutral required*

SUSPENDED ELECTRICAL SIGNS

	QTY	DISCOUNT	STANDARD	TOTAL
0-100 lbs.	_____	x \$300.00	\$412.50	\$ _____
101-150 lbs.	_____	x \$350.00	\$487.50	\$ _____
151-300 lbs.	_____	x \$430.00	\$600.00	\$ _____

FLOODLIGHTS, SPOTLIGHTS ON 9' TOWERS

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
9' TOWER WITH				
Two (2) Floods	_____	x \$160.00	\$240.00	\$ _____
Four (4) Floods	_____	x \$209.00	\$285.00	\$ _____

SINGLE SPOTLIGHTS

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____	x \$85.00	\$127.00	\$ _____
Par Lite	_____	x \$250.00	\$375.00	\$ _____

MISCELLANEOUS

	QTY	DISCOUNT	STANDARD	TOTAL
Single Cap				
Ext. Cords 25'	_____	x \$15.00	\$22.50	\$ _____
Ext. Cords 50'	_____	x \$30.00	\$45.00	\$ _____
Cube Tap	_____	x \$5.00	\$7.50	\$ _____
Plug Mold Strip	_____	x \$32.00	\$48.00	\$ _____
Quad Box	_____	x \$22.00	\$33.00	\$ _____
Equipment Rental				
Scissor Lift	_____	x \$125.00 per/hour		\$ _____

24-HOUR SERVICE

is double the regular rates. If needed, please indicate service: _____

LOCATION: Please identify and show service units, power connections and tower lights and indicate booth dimensions. Heavy duty service should be accompanied with a detailed floor plan.

*\$90.00 late fee if neutral is required but not indicated

Each additional H.P. add \$40.00

Indicate next to required amps actual horsepower to be used.

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Plumbing Service



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

All material and equipment furnished by the Donald E. Stephens Convention Center will remain the property of the Authority. Toxic gases and objectionable odors must be properly vented. Additional material & labor will be charged accordingly. No L.P. gas, oxygen, or hydrogen will be permitted within the facility without prior approval of the Authority and the Rosemont Fire Department. Prices are based upon the service requested being located in the designated utility areas. Exhibitor should confirm his order upon arrival at the Exhibitor Service Desk. Air fittings are Parkers Series 20.

PLUMBING SERVICE RATES

All work done after 4:00 p.m. Monday thru Friday and all day Saturday & Sunday will be charged at the double time rate.
Minimum charge of 1/2 hour for all work done. Straight Time: \$115.00/hr • Double Time: \$230.00/hr.

COMPRESSED AIR

Exhibitor should supply own regulating filter or other equipment to handle moisture or water in air line. Service includes main drop and dismantle of main line. Compressors run during set-up Mon-Fri 8-4 and all show hours. If you need compressors later, there will be a \$25.00 per hour charge. ALL DROPS ARE FROM THE CEILING.

	DROP LINE(S) QUANTITY	CFM (VOLUME)	INTERMITTENT	CONTINUOUS	MACHINE CONNECTIONS		DISCOUNT	STANDARD
					QUANTITY	SIZE		
1/4" to 3/8"							\$380.00	\$610.00
1/2"							\$395.00	\$675.00
3/4"							\$450.00	\$740.00
1"							\$480.00	\$810.00

COLD WATER

	FOR FOOD OR BEVERAGE	FOR MACHINERY	DISCOUNT	STANDARD
1/4" to 3/8" lines			\$410.00	\$640.00
1/2" to 3/4" lines			\$430.00	\$660.00

DRAIN

	GRAVITY	PRESSURE	DISCOUNT	STANDARD
up to 1/2" line to 40-45 P.S.I.			\$410.00	\$640.00
up to 3/4" line			\$430.00	\$660.00

HOT WATER

Call for price quote.

NATURAL GAS

Tanks filled & drained once are charged at labor rate + \$5.00 per 500 gallons. Minimum \$5.00. Double for late rate or no advance order. Up to 1" line Venting-up to 6" line. Call for location availability & price quote.

MISCELLANEOUS

Will you require work beyond main connection, such as installing filters, quick disconnects, etc.?

____ (yes) ____ (no) Date Required: _____ Specify: _____

LOCATION: Please identify and show location desired for each service. Include scale drawing showing location of each air drop, water or drain line. Include booth dimensions. If exact locations are required please submit a scale floor plan with cross aisle locators.

A FLOOR PLAN MUST BE SUBMITTED for all island booths with a directional showing entrance of show & adjacent aisle number. If no plan is submitted, additional costs may occur.

CANCELLATION POLICY: There will be a 35% cancellation charge on cancelled orders.

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Water Service



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

All water fills and pump outs will be completed by the D.E.S. plumbing department. Plumbing labor to fill tank(s), will not be dispatched without the exhibitor notifying the R.E.S. Service Center, that tanks are completely set up and ready for filling. When a D.E.S. plumber has completed filling the tanks, you will automatically be placed on the "Pump Out List". Under no circumstances, should you drain and dump the water. **Fill and drain rates listed out include fills on straight time only.** Fills after 4:00 pm, weekdays, holidays and anytime on weekends, will incur an additional labor charge. Additional labor will not be charged for post show draining. Multiple units in the same booth, filled at the same time, will be charged based on the total combined gallons used. Draining and refilling during set up and/or show hours, will incur additional charges for water and labor.

Tap Water Fill & Pump Out GALLONS	DISCOUNT RATE	REGULAR RATE	Salt Water Pump Out Only SALT WATER RATE	TOTAL
1 to 10	\$80.00	\$112.00	\$60.00	\$
11 to 25	\$110.00	\$154.00	\$82.00	\$
26 to 50	\$135.00	\$189.00	\$104.00	\$
51 to 100	\$165.00	\$231.00	\$126.00	\$
101 to 150	\$195.00	\$273.00	\$148.00	\$
151 to 200	\$225.00	\$315.00	\$170.00	\$
201 to 300	\$275.00	\$385.00	\$192.00	\$
301 and above	\$325.00	\$455.00	\$214.00	\$

ORDER TOTAL \$ _____

LOCATION: Please identify and show location desired for each service. Include scale drawing showing location of each air drop, water or drain line. Include booth dimensions. If exact locations are required please submit a scale floor plan with cross aisle locators.

A FLOOR PLAN MUST BE SUBMITTED for all island booths with a directional showing entrance of show & adjacent aisle number. If no plan is submitted, additional costs may occur.

All work done after 4:00 pm Monday through Friday and all day Saturday & Sunday will be charged at the double time rates.

REAR

REAR

LEFT

RIGHT

AISLE NUMBER

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Booth Cleaning



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com



Rosemont Exposition Services provides general cleaning and vacuuming of the aisle carpeting as well as vacuuming of all booth carpets ordered thru RES on the first day of the show. If you require additional booth cleaning, you must contract for it by using this form.

	BOOTH SIZE	DISCOUNT PER. SQ. FT.	TOTAL PER DAY	NUMBER OF DAYS	TOTAL
Booth Vacuum	_____	x \$0.37	\$ _____	X _____	\$ _____
Shampooing of Carpeting	_____	x \$0.48	\$ _____	X _____	\$ _____
Scrubbing, Mopping & Waxing of Tile Flooring	_____	x \$0.48	\$ _____	X _____	\$ _____
Porter Service		\$26.50/hr			
After 4:30 p.m. weekdays, Saturdays & Sundays		\$31.80/hr			

Special Instructions

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Waste Removal



Please Mail, E-mail or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

SERVICE PROVIDED BY BOMARK CLEANING

_____ Waste Straight Oil Disposal _____ Scrap Removal _____ Waste Water Soluble Fluids

WASTE STRAIGHT OIL & WATER SOLUBLE FLUIDS DISPOSAL:

\$105.00 rental for each barrel (one-time charge)

\$6.00 per gallon of oil

\$10.00 per gallon of water soluble cutting & grinding fluids (coolants-synthetic, semi-synthetics, soluble oil)

		PRICE	TOTAL
We estimate that we will dispose of _____ gallons of coolant	x	\$10.00	\$ _____
We estimate that we will dispose of _____ gallons of oil	x	\$6.00	\$ _____
We will require _____ barrels (55 gal. oil drum)	x	\$105.00	\$ _____

SCRAP REMOVAL:

The Fire Department regulations require that all scrap and waste containers be emptied each night whether or not they are full.

		NUMBER OF BARRELS		NUMBER OF NIGHTS		TOTAL
\$105.00 rental for each barrel (one-time charge)	x	_____	x	1		\$ _____
\$105.00 for emptying each barrel, each night (regardless of amount of scrap contained)	x	_____	x	_____		\$ _____

ORDER TOTAL \$ _____

A 25% surcharge will be added to all orders for barrels ordered less than 24 hours before show close.

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Internet & Telecommunications



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

DHCP WIRED INTERNET SERVICE

	DISCOUNT	STANDARD	QUANTITY	TOTAL
1 Mbps Service	\$625.00	\$750.00	_____	\$ _____
3 Mbps Service	\$1,875.00	\$2,250.00	_____	\$ _____
5 Mbps Service	\$3,125.00	\$3,750.00	_____	\$ _____
10 Mbps Service	\$6,250.00	\$7,500.00	_____	\$ _____
For Services greater than 10.0 Mbps	CALL FOR QUOTE		_____	\$ _____

WIRED INTERNET SERVICE WITH DEDICATED OUTSIDE IP ADDRESS

	DISCOUNT	STANDARD	QUANTITY	TOTAL
1 Mbps Service	\$1,000.00	\$1,200.00	_____	\$ _____
3 Mbps Service	\$3,000.00	\$3,600.00	_____	\$ _____
5 Mbps Service	\$5,000.00	\$6,000.00	_____	\$ _____
10 Mbps Service	\$10,000.00	\$12,000.00	_____	\$ _____
Additional Dedicated Outside IP Address	\$200.00	\$240.00	_____	\$ _____
For Services greater than 10.0 Mbps	CALL FOR QUOTE		_____	\$ _____

INTERNET EXTRAS

Note that the Wireless Router is a device rental and does not provide Internet Connectivity - please order the appropriate Internet Service Indicated in the Restriction.

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Cat5 Cabling per 10 ft.	\$15.00	\$25.00	_____	\$ _____
8 Port Switch	\$100.00	\$125.00	_____	\$ _____
16 Port Switch	\$125.00	\$150.00	_____	\$ _____
24 Port Switch	\$150.00	\$175.00	_____	\$ _____
Wireless Router	\$350.00	\$425.00	_____	\$ _____
VLAN CONNECTION - PRIVATE NETWORK	CALL FOR QUOTE		_____	\$ _____

TELEPHONE SERVICES

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Single Line Telephone <i>Includes single line phone with up to \$100 in local & long distance charges</i>	\$275.00	\$350.00	_____	\$ _____

TELEPHONE EXTRA SERVICES

Must be ordered with single line telephone

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Extension within booth*				
Additional location with same number	\$50.00 ea.	\$75.00 ea.	_____	\$ _____
Hunting Lines*	\$25.00 ea.	\$50.00 ea.	_____	\$ _____
Two Line Phones/Speaker Phone*	\$50.00 ea.	\$75.00 ea.	_____	\$ _____

ORDER TOTAL \$ _____

Technical assistance is available and will be billable on a time basis at a rate of \$75.00 per hour with a minimum of 1/2 hour.

There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event.

There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.

Install Date: _____

LOCATION: Please identify and show location desired for each service on next page

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Audio Visual



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

LABOR RATES: The Donald E. Stephens Convention Center is a union facility and union labor may be required with equipment rental.



For an extensive list of our inventory, labor rates, and detailed information, please call Anton Eleazar at 847-993-4816.

VIDEO

	QUANTITY	DISCOUNT	STANDARD	TOTAL
20" Monitor	_____ x	\$250.00	\$300.00	\$ _____
26" Monitor	_____ x	\$350.00	\$400.00	\$ _____
32" Monitor	_____ x	\$650.00	\$700.00	\$ _____
37" Monitor	_____ x	\$800.00	\$850.00	\$ _____
42" Monitor	_____ x	\$925.00	\$1,000.00	\$ _____
50" Monitor	_____ x	\$1,100.00	\$1,200.00	\$ _____
60" Monitor	_____ x	\$1,650.00	\$1,800.00	\$ _____
70" Monitor	_____ x	\$2,500.00	\$3,000.00	\$ _____
Monitor Floor Stand	_____ x	\$225.00	\$275.00	\$ _____
Monitor Wall Bracket	_____ x	\$150.00	\$175.00	\$ _____
Blu-Ray Player	_____ x	\$200.00	\$250.00	\$ _____
Video Cables	_____ x	\$75.00	\$100.00	\$ _____
Touch Screen Monitor	_____ x	call for quote		\$ _____
Video Wall	_____ x	call for quote		\$ _____

AUDIO

Powered Speaker	_____ x	\$300.00	\$350.00	\$ _____
Two Speaker P.A. System	_____ x	\$450.00	\$550.00	\$ _____
Four Speaker P.A. System	_____ x	\$600.00	\$700.00	\$ _____
Wireless Handheld Microphone	_____ x	\$300.00	\$350.00	\$ _____
Wireless Lavalier Microphone	_____ x	\$300.00	\$350.00	\$ _____
Wireless Headset Microphone	_____ x	\$300.00	\$350.00	\$ _____
Wired Handheld Microphone	_____ x	\$50.00	\$75.00	\$ _____
Wired Lavalier Microphone	_____ x	\$75.00	\$125.00	\$ _____
4 - Channel Audio Mixer	_____ x	\$75.00	\$100.00	\$ _____
Direct Box for Laptop/MP3 Player	_____ x	\$125.00	\$150.00	\$ _____

COMPUTER

PC Laptop Computer	_____ x	\$450.00	\$550.00	\$ _____
Mac Laptop Computer	_____ x	\$650.00	\$700.00	\$ _____
Black & White Printer	_____ x	\$450.00	\$500.00	\$ _____
Color Printer	_____ x	\$600.00	\$650.00	\$ _____
All In One Printer/Fax/Copier/Scanner	_____ x	\$800.00	\$900.00	\$ _____
Microsoft Office Software	_____ x	\$125.00	\$150.00	\$ _____

ADDITIONAL SERVICES

Truss Booth Lighting	_____ x	call for quote		\$ _____
Videography	_____ x	call for quote		\$ _____

Delivery Date & Time: _____ Pick-Up Date & Time: _____ ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Labor Order Form



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

	NUMBER OF WORKERS NEEDED	SET-UP DATE	HOURS	SET-UP TIME	DISMANTLE DATE	HOURS	DISMANTLE TIME
Carpenters							
Decorators							
Crew of 2 Riggers							
Electricians							
Plumbers							

TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

- 1) This advance labor request will be considered as only a reservation for labor.
- 2) On the day and time that you require labor, you must go to the Labor Service Desk and pick up and sign out your labor crew.
- 3) The labor crew will not be sent to your booth without being signed out.
- 4) Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
- 5) All labor is billed at one-half hour minimum for each man.
- 6) Number of workers required will be determined by labor foreman.
- 7) Straight time is 8:00 am to 4:30 pm weekdays, for Carpenters, Decorators, Teamsters and Riggers, and 8:00 am to 4:00 pm weekdays for electricians and plumbers.
- 8) Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

ADVANCE HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$117.50	\$176.25	\$235.00
Decorator	\$110.00	\$165.00	\$220.00
Teamster	\$85.00	\$127.50	\$170.00
Rigger	\$122.50	\$183.75	\$245.00
Electrician	\$115.00	\$172.50	\$230.00
Plumber	\$99.00	N/A	\$198.00

HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$125.00	\$187.50	\$250.00
Decorator	\$117.50	\$176.25	\$235.00
Teamster	\$92.50	\$138.75	\$185.00
Rigger	\$130.00	\$195.00	\$260.00
Electrician	\$123.00	\$184.50	\$246.00
Plumber	\$106.50	N/A	\$213.00

HOURLY EQUIPMENT RENTAL RATES

Forklift - 5,000 lb w/o operator	\$125.00
Forklift - 15,000 lb w/o operator	\$175.00
Scissor Lift w/o operator	\$125.00
Condor Lift w/o operator	\$175.00



Forklift



Scissor Lift



Condor Lift

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Installation & Dismantle Labor Order Form



Please Mail, E-mail or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

INSTALLATION & DISMANTLE SUPERVISION

Rosemont Exposition Services can provide I & D Supervision Services for exhibiting companies which are unable to be present at set-up and/or dismantle.

- We authorize Rosemont Exposition Services to supervise the set-up/dismantle of our exhibit.
- Set-Up Dismantle

Number of pieces/crates to arrive for booth assembly: _____
(not to include display materials, i.e. product, literature, misc.)

- We plan to ship our crated material to the Advance Warehouse
- We plan to ship our materials direct to the Donald E. Stephens Convention Center

PLEASE SUBMIT PROPER DIAGRAMS/DRAWINGS WITH INSTRUCTIONS FOR BOOTH ASSEMBLY

	NUMBER OF WORKERS NEEDED	SET-UP DATE	HOURS	SET-UP TIME	DISMANTLE DATE	HOURS	DISMANTLE TIME
Carpenters							
Decorators							
Crew of 3 Riggers							

DISCOUNT I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$152.75	\$229.25	\$305.00
Decorator	\$143.00	\$214.50	\$286.00
Rigger	\$161.50	\$242.25	\$323.00

STANDARD I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$162.75	\$244.25	\$325.50
Decorator	\$146.50	\$219.75	\$293.00
Rigger	\$164.00	\$246.00	\$328.00

HOURLY EQUIPMENT RENTAL RATES

Forklift - 5,000 lb w/o operator	\$125.00
Forklift - 15,000 lb w/o operator	\$175.00
Scissor Lift w/o operator	\$125.00
Condor Lift w/o operator	\$175.00



Forklift



Scissor Lift



Condor Lift

Straight time is 8:00 am to 4:30 pm weekdays.

Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

All labor is billed at one-half hour minimum for each man.

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

State of Illinois legislative changes have modified work rule jurisdictions and wage scale schedules in the Chicagoland area. There are seven major unions that have some jurisdiction in the Chicagoland area. The following guidelines will help you in preparing your exhibit to understand these jurisdictions.

WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE CHICAGOLAND AREA

Chicagoland work-rules modifications now enable exhibitors to perform several set-up tasks which in the past were under union jurisdiction. Each of these are itemized below, and must be completed by full-time employees of the exhibiting company.

- 1) Exhibitors may set up and dismantle their own booth displays, as well as the various tasks outlined below, provided the work is being done by full time employees of the exhibiting company. No outside workers are permitted to provide set-up and dismantle services unless they are members of a Chicagoland Carpenter Union Local with valid trade show jurisdictions
- 2) Exhibitors may use hand tools and power tools to perform work within their booths.
- 3) Exhibitors may affix clamp-on lights to the top of their booth displays.
- 4) Exhibitors may calibrate and do repair work on internal circuit boards, and do interconnecting of peripheral computer equipment.
- 5) Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
- 6) Exhibitors may hang pictures, graphics, logos, etc. onto a backwall display when such items are designed to be affixed by pre-set velcro strips, permanently mounted hooks, or snaps.
- 7) Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flat cart or dolly, only from a designated parking area.
- 8) Exhibitors may inflate balloons.
- 9) Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.
- 10) Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recreate machines for outbound loading. Millwrights, a division of the carpenters union, handle the assembly and the leveling of machinery, as well as the attachment of all guards and shields.

DECORATORS UNION

Decorators handle the installation of signs, drape background, table skirting, and all other items of decorative nature that must be done after a display background is erected.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall, and the running of cable within the exhibitors booth.

MACHINERY MOVERS & RIGGERS UNION

Riggers handle all machinery. This includes the unloading of the machines from the trucks, moving the materials to your booth, and a one-time spotting of display ready equipment, which the exhibitor must supervise at the time of unloading. Riggers also remove skids and reskid machines, uncrate machines, and respot machines in the booth if needed. This service must be ordered as needed, at exhibitor's expense.

PLUMBERS UNION

Plumbers handle all plumbing work such as compressed air, water/drain, or natural gas.

TEAMSTERS UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show.

THEATRICAL STAGEHANDS UNION

Stagehands assemble portable lighting and sound systems as well as picture screens 10' x 14' in size and larger. They also set stages, operate lighting and sound consoles, and hang lighting trusts and speaker systems.



Hanging of signs from the ceiling, both electrical and non-electrical, is permitted at the Donald E. Stephens Convention Center provided doing so complies with show management rules and regulations and that the following conditions and limitations are adhered to. These conditions have been reviewed and provide limits which cannot be exceeded.

- 1) The top of a sign may not exceed the height limitation specific to the booth location and show regulations.
- 2) All Hanging signs must be sent to RES warehouse, using the hanging sign shipping label included in this exhibitor service manual by the specified deadline date.
- 3) The total weight limit of the sign or materials is not to exceed 1500 lbs. unless approved by RES and the Donald E. Stephens Convention Center.
- 4) All signs, regardless of size, should be constructed of lightweight metals and plastic to allow greater flexibility and ease of installation.
- 5) The Final placement of all hanging signs shall be determined by RES prior to installation to insure minimum stress to the supporting framework.
- 6) No signs are to be hung from any electrical fixtures, raceways, gas, air, fire protection piping, supports or hangers.
- 7) All electrical and neon signs must conform to electrical codes of the Village of Rosemont.
- 8) RES Decorators are responsible for all hanging signs. RES will pre-assemble and hang all signs. No carpenter labor through a display house will be allowed to assemble any hanging sign.
- 9) Set-up instructions must be included with the Hanging Sign Order Form and with the sign crates.
- 10) Because of the structure of the ceiling and the location of exhibits in relation to support beams, the hanging sign may have to be moved from the original specifications.
- 11) Exhibitor personnel or display house may supervise on your behalf. Exhibitors who do not provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by RES
- 12) You are required to make arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. RES cannot be held liable for damages or misplacement of sign(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the RES Service Center .

The Assembly Show

October 25-27, 2022

Deadline To Receive Discounted Rates:
September 30, 2022

Hanging Signs Form



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

TYPE

- Cloth/Vinyl Banner
- Metal
- Wood
- Plastic
- Other _____

SHAPE

- Square
- Circle
- Triangle
- Rectangle
- Other _____

SIZE

- Length _____
- Height _____
- Width _____
- Weight _____

SIGN REQUIREMENTS

- Electrical
- Non Electrical

SUPERVISION

- RES
- Display House
- Exhibitor Personnel

Contact Name: _____ Time & Date _____

LABOR RATES

Hanging sign crew labor rates will increase by 20% if not ordered by the deadline date

2 MAN CREW with LIFT for signs up to 6'

- Straight Time - \$400 per Hour
- Overtime - \$575 per Hour
- Double Time - \$750 per Hour

4 MAN CREW with LIFT for signs 6' and over

- Straight Time - \$600 per Hour
- Overtime - \$750 per Hour
- Double Time - \$950 per Hour

INSTALLATION ESTIMATE

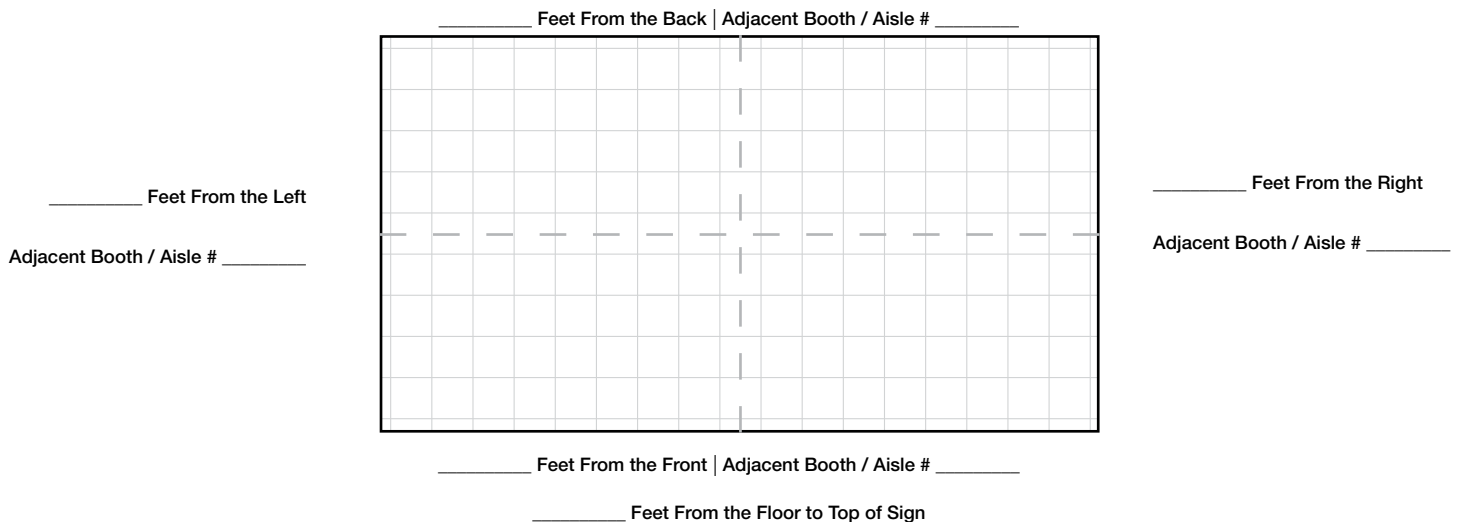
_____ X _____ = _____
Approx. Hours Hourly Rate Total Estimate

DISMANTLE ESTIMATE

_____ X _____ = _____
Approx. Hours Hourly Rate Total Estimate

PLACEMENT DIAGRAM

Use diagram below to represent the booth space. Indicate how far from each boundary you would like your sign. The ceiling structure and relation to support beams may require your sign to be moved from your specified location. On signs other than banners, include drawings or blueprints with detailed information so hanging anchor points can be determined. There will be additional labor charges if a hanging sign has to be moved once it has been suspended based on location indicated by the diagram provided by the exhibiting company or display house.



Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

For shipping questions or to confirm delivery of your warehouse shipment, please call RES Warehouse (847) 678-0374. Normal warehouse hours are 7:00 am to 3:00 pm Monday thru Friday.

Note that the advance warehouse can accommodate display shipments, but cannot facilitate machinery or container deliveries.

\$\$\$ MONEY-SAVING TIP \$\$\$

To keep your material handling costs down, be sure to ship your materials all together.

1) ADVANCE SHIPMENTS RECEIVED AT THE RES WAREHOUSE

Advance shipments will be accepted at the RES warehouse beginning **September 19, 2022**. Shipments received at the RES warehouse by **October 12, 2022** will be weighed, inspected and charged at a rate of **\$30.00 per cwt.** (100 lb. minimum). This charge includes storage prior to the opening of the show, delivery to the exhibitor's booth, removal to the loading dock at the close of the show and S.T. (straight time) reloading onto outbound carriers. This rate also includes pick-up, storage and return of empty crates and cartons. Shipments received at the RES warehouse after **October 12, 2022**, will be charged at the rate of **\$35.00 per cwt.** (100 lb. minimum).

2) DIRECT SHIPMENTS TO THE DONALD E. STEPHENS CONVENTION CENTER

Materials unloaded at the Donald E. Stephens Convention Center are being provided by The ASSEMBLY Show Management, BNP Media, Inc. There will be no additional charges for the service, which also included the re-loading of exhibit materials at the conclusion of the event as well the removal, storage and return of all empty crates and containers.

3) MOBILE UNITS

All vehicles (i.e. cars, trucks & motorcycles) being displayed will be charged at a round trip rate of \$200.00 each.

4) UPS SHIPMENTS

Rosemont Exposition Services will not be responsible in any way for the condition, count or content of UPS deliveries to the RES warehouse or Donald E. Stephens Convention Center. The UPS document signed by RES freight representative upon delivery does not specify the exhibiting company's name or booth number. Shortages or damages discovered at the booth are the complete responsibility of the exhibiting company.

5) DRAYAGE PAYMENT INFORMATION (CHECK ONE)

- We plan to ship our crated display material to the Advance Warehouse
- We plan to ship our materials direct to the Donald E. Stephens Convention Center

HOW TO CALCULATE YOUR ORDER:

When recording weight, round up to the next 100lbs. (example: 265 lbs. = 300 lbs. 3 x RATE = Dollars)

Advance crated shipments received at the warehouse by October 12, 2022: We will ship _____ lbs. @ \$30.00_____ per cwt. (100 lb. min) = \$_____

Advance crated shipments received at the warehouse after October 12, 2022: We will ship _____ lbs. @ \$35.00_____ per cwt. (100 lb. min) = \$_____

Company Name: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning September 19, 2022 and must arrive no later than October 19, 2022. Direct Shipment to the Donald E. Stephens Convention Center should be timed to arrive on October 20-24, 2022. No earlier. Note that the hall will be open from 8:00am to 12:00pm (Noon) on Saturday, October 22, 2022 and closed on Sunday, October 23, 2022. No labor or freight set-up will be available that day.

2) WHERE TO SHIP

DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center:

Exhibitors name:

Booth number:

THE ASSEMBLY SHOW

c/o Rosemont Exposition Services, Inc.

9300 Williams Street

Rosemont, Illinois 60018

ADVANCE SHIPMENTS

Address all shipments to Warehouse:

Exhibitors name:

Booth number:

THE ASSEMBLY SHOW

c/o Rosemont Exposition Services, Inc.

3412 N. River Road

Franklin Park, Illinois 60131

3) INTERNATIONAL & CANADIAN SHIPMENTS:

Neither RES, Inc. nor the Donald E. Stephens Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call Airways Freight at 800-643-3525 for international shipping assistance.

4) To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services, Inc. will have a drayage desk located at the Exhibitor's Service Center, where labels, shipping instruction forms and shipping information will be available.

5) At the close of the show, where carriers fail to pick up or refuse to accept shipments, the drayage contractor reserves the right to re-route such shipment where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. They will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

6) Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

7) No material may be loaded or removed from the Exhibit Hall until 2:00pm on October 27, 2022. Any freight left in the Exhibit Hall after 2:00pm on October 28, 2022 will be re-routed in accordance with the conditions in item # 5 of these Shipping Instructions.

8) LIMITS OF LIABILITY

A) Rosemont Exposition Services, Inc. will not be responsible for the condition, count or content of exhibit displays and materials once they have been placed in the booth, and before they are picked up for removal after the close of the show. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the booth, and for the duration of the show.

B) Rosemont Exposition Services, Inc. will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.

C) Rosemont Exposition Services, Inc. will not be responsible for the loss or theft of materials after same have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.

D) Rosemont Exposition Services, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.

9) All exhibits and exhibit material of any type handled by Rosemont Exposition Services, Inc. is insured by Rosemont Exposition Services, Inc. at a value not to exceed twenty-five cents (\$.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

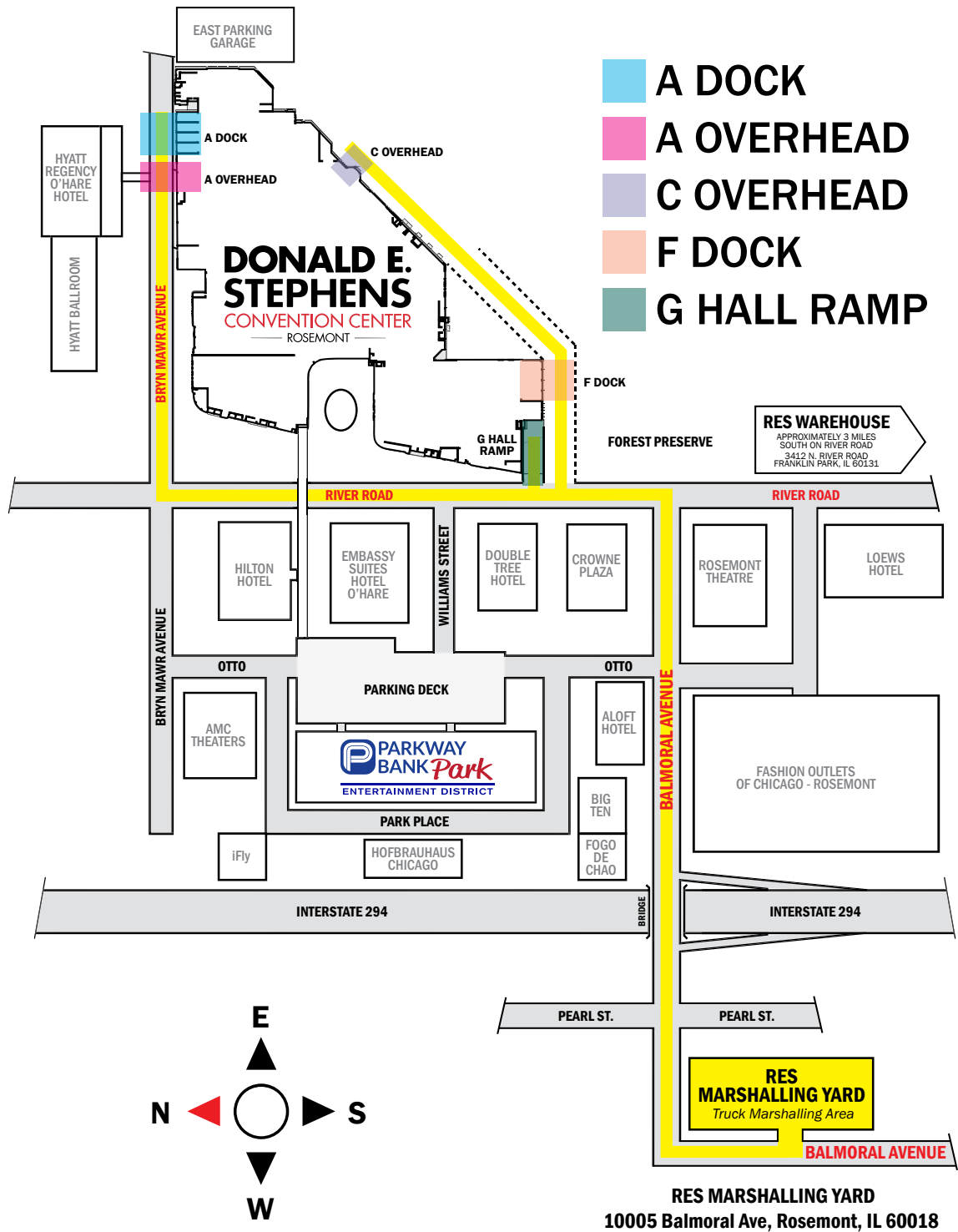
** To avoid disputes in drayage (freight weight) exhibitors should send freight certified.*

Freight Check-In Procedures



All vehicles delivering freight or picking up at the Donald E. Stephens Convention Center must check-in at the RES Marshalling Area. After checking in, the vehicle will be directed to the proper door or dock for unloading or loading.

Please make sure this map gets forwarded to the trucking company representative responsible for the shipping arrangements.



RES Freight Services offers a choice of carriers with competitive discounted pricing and a variety of services for all shipping needs.

RECOMMENDED LTL GROUND CARRIER:



Guaranteed Precision® and Expedited Precision® from the Genuine Heavyweight Experts®.

Provides expedited and time-specific delivery service for your critical exhibit shipments.

1-800-531-3976 • www.yrc.com

- Distribution of all sizes and complexity
- Product lay-downs
- Light pick & ship
- Expedited or day-specific delivery

HOW SHIPPING IS DONE.

OPTIONAL LTL CARRIERS:



On-Site. On Time. Damage-Free.

800-654-7019

tradeshows@freight.abf.com

www.abfs.com



331-240-3070

expo@shipPGL.com

www.shipPGL.com



(708) 269-5451

michaelsaviano@tforcefreight.com

www.TForceFreight.com

RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



Delivering Performance

800-643-3525 • 479-442-6301-Local

www.airwaysfreight.com

email us at UrgentInfo@airwaysfreight.com

RECOMMENDED LOCAL CARRIER:



773-254-1313

www.ccstrucking.com

Exhibiting companies are also welcome to ship show materials into and out of the Donald E. Stephens Convention Center and advance warehouse using any carrier of their choice.

AIRWAYS FREIGHT®

LAND • AIR • SEA

Delivering Performance

International Air, Ocean, Ground & Customs Clearance Services

Airways Freight Corporation is the official international forwarder for Rosemont Exposition Services (RES). It is our goal to simplify the international exhibit experience by providing seamless, one stop, international logistics services. We provide comprehensive customs clearance facilities, an array of transportation options, pre and post show storage options, and on-site assistance services for RES exhibitors.

Two of the keys to a successful exhibition are early logistical planning and the attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

KEY DATES:	Show Dates: October 25-27, 2022
	Delivery deadline to advance warehouse: October 19, 2022
	Show Move In: October 20-24, 2022
	Show Move Out: October 27-28, 2022

SHIPPING DEADLINES:	FCL SEA FREIGHT shipments must arrive port of Chicago no later than (or 10 days before target / required delivery date):	7 days prior to target date
	LCL SEA FREIGHT shipments must arrive port of Chicago no later than:	10 days prior to target date
	AIRFREIGHT shipments must arrive Chicago O'Hare Airport (ORD) no later than:	4 days prior to target date

**Ocean FCL and Shipments destined for advanced receiving should arrive 7 working days prior to latest advance receiving date.

**Ocean LCL Shipments should arrive no later than 10 working days prior to latest advance receiving date.

FINAL DESTINATION for SEA shipments: CHICAGO

FINAL DESTINATION for AIR shipments: CHICAGO (ORD)

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.
- Ocean shipments can be received (Breakbulk, FCL & LCL) at other USA seaports (Houston, San Francisco, Seattle or New York). Contact us for deadlines, instructions, and rates.
- Air shipments can be received in Chicago (ORD). Contact us for deadlines, instructions, and rates .
- All documents should be sent to Airways or their in country appointed agent (see list attached) at least 3 days prior to dispatch of shipment.

MARKING INSTRUCTIONS

All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. For goods that will be re-exported, we recommend the use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported. All commercial invoices should be sent to us prior to shipment for our review at: res@airwaysfreight.com

IMPORTANT US CUSTOMS RULES AFFECTING SEA FREIGHT SHIPMENTS:

10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule is now in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways at: res@airwaysfreight.com

Further information is also available at CBP web link: http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/

DOCUMENTARY REQUIREMENTS

- 1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST
- 1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING (EXPRESS RELEASE OCEAN BILL OF LADING)
- ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information and customs data can be gathered prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents. See note below regarding heavy equipment or out of gauge cargo.
- **Commodities requiring additional documentation, permits, and other governmental agency approval:**
 - Food stuffs & beverages
 - Medical devices and instruments
 - Self powered vehicles/combustion engines
 - Perishables
 - Textiles and garments
 - Pharmaceuticals
 - Military and defense articles
 - Dangerous goods (including lithium powered devices)
 - Items emitting radiation (including monitors, lasers, etc)
 - Wood products

If your shipments contain any of these items, please contact us to confirm admissibility requirements prior to dispatch of your shipment.

GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the RES instructions once they arrive at the dock of show site or advance receiving warehouse.

PAYMENT REQUIREMENTS

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email a pre-advise to the address/number listed below. If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

EMAIL:	res@airwaysfreight.com
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080
LINK TO DOCUMENTS & INSTRUCTIONS:	www.airwaysfreight.com/res.pdf

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

THE ASSEMBLY SHOW
C/O ROSEMONT EXPOSITION SERVICES, INC.
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN OCTOBER 19, 2022

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

THE ASSEMBLY SHOW
C/O ROSEMONT EXPOSITION SERVICES, INC.
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN OCTOBER 19, 2022

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

THE ASSEMBLY SHOW
C/O ROSEMONT EXPOSITION SERVICES, INC.
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON OCTOBER 20-24, 2022 ONLY

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

THE ASSEMBLY SHOW
C/O ROSEMONT EXPOSITION SERVICES, INC.
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON OCTOBER 20-24, 2022 ONLY

HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

THE ASSEMBLY SHOW
C/O ROSEMONT EXPOSITION SERVICES, INC.
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN OCTOBER 14, 2022

HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

THE ASSEMBLY SHOW
C/O ROSEMONT EXPOSITION SERVICES, INC.
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN OCTOBER 14, 2022